




**LOUISIANA STATE UNIVERSITY
HEALTH SCIENCES CENTER**

Glass Cleaning Service

ITB#002662

Thursday, February 16, 2023 @2:00pm central

Invitation to Bid

LSUHSC New Orleans				BIDS WILL BE PUBLICLY OPENED: February 16, 2023 02:00 PM	
VENDOR NO. : SOLICITATION : 002662 OPENING DATE : 02/16/2023		Return Sealed Bid to: Purchasing Department 433 Bolivar St New Orleans LA 70112		BUYER : Defourneaux, Patrick M BUYER PHONE : 504/568-2947 DATE ISSUED : 01/24/2023 REQ. NO : FISCAL YEAR : 0	
GLASS CLEANING SERVICE					
To be Completed by Vendor:					
BUSINESS NAME _____ ADDRESS _____ TAX ID NUMBER _____					
_____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY 30 DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.					
INSTRUCTION TO BIDDERS					
1. READ THE ENTIRE BID (INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS). DIVERSE SUPPLIER (A) SUPPLIER UNDERSTANDS THAT LSU, AS THE STATE'S FLAGSHIP UNIVERSITY, HAS AN INTEREST IN PROVIDING ENTREPRENEURIAL OPPORTUNITIES TO DIVERSITY-OWNED BUSINESSES. THE UNIVERSITY IS DEDICATED TO PROMOTING THE GROWTH AND DEVELOPMENT OF MINORITY, WOMEN, AND SMALL AND HISTORICALLY UNDERUTILIZED BUSINESSES ("DIVERSE BUSINESSES") BY PROVIDING OPPORTUNITIES TO PARTICIPATE IN UNIVERSITY CONTRACTS. (B) IN SUPPORT OF THIS COMMITMENT, THE SUPPLIER SHALL USE GOOD FAITH AND BEST EFFORTS TO PROVIDE OPPORTUNITIES TO DIVERSE BUSINESSES THAT ARE EITHER CERTIFIED BY THE STATE OR ANOTHER CERTIFYING AGENCY IN A DIVERSE CATEGORY, AS A SUBCONTRACTOR OR SUPPLIER UNDER THIS AGREEMENT. (C) IF APPLICABLE, SUPPLIER SHALL PROVIDE LSU WITH A LIST OF DIVERSITY-OWNED BUSINESSES DURING EACH CONTRACT YEAR, THE LIST OF BUSINESSES SHOULD IDENTIFY: (1) THE NAME OF THE BUSINESS; (2) ITS PRINCIPAL OFFICE OR ADDRESS; (3) THE OWNER(S); AND (4) THE SERVICES OR GOODS THAT IT MAY PROVIDE OR SUPPLY AND THE VALUE OF THE GOODS OR SERVICES PROCURED FROM THE BUSINESSES INCLUDED ON SUPPLIER'S LIST. (D) TO THE EXTENT THAT ANY FEDERAL OR STATE LAW, RULE, OR REGULATION WOULD REQUIRE THAT THIS SECTION BE MODIFIED OR VOIDED, THE PARTIES AGREE THAT SUCH PROVISION CAN BE AMENDED OR SEVERED FROM THE AGREEMENT WITHOUT AFFECTING ANY OF THE OTHER TERMS OF THE AGREEMENT.					
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.					
3. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (See No.9).					
VENDOR PHONE NUMBER:		TITLE		DATE	
FAX NUMBER:					
SIGNATURE OF AUTHORIZED BIDDER (MUST BE SIGNED)			NAME OF BIDDER (TYPED OR PRINTED)		

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NUMBER : 002662 OPEN DATE : 02/16/2023 TIME: 02:00 PM	BIDDER:
<p>4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF A PROPERLY EXECUTED INVOICE THAT IS APPROVED BY LSUHSC OR DELIVERY, WHICHEVER IS LATER.</p> <p>5. DESIRED DELIVERY: 10 DAYS AFTER RECEIPT OF ORDER, UNLESS SPECIFIED ELSEWHERE.</p> <p>6. TO ASSURE CONSIDERATION OF YOUR BID, SEE HEADER FOR RETURN INSTRUCTIONS. ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE AND CLEARLY ENDORSED WITH THE BID OPENING DATE, BID OPENING TIME, BID NUMBER, AND BID TITLE. ALL REQUEST FOR QUOTATIONS AND ADDENDA SHOULD BE SUBMITTED VIA FAX, EMAIL OR PLACED IN AN ENVELOPE AND DELIVERED.</p> <p>7. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.</p> <p>PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL:</p> <p>IN ACCORDANCE WITH EXECUTIVE ORDER NUMBER JBE 2018-15, EFFECTIVE MAY 22, 2018, FOR ANY CONTRACT FOR \$100,000 OR MORE AND FOR ANY CONTRACTOR WITH FIVE OR MORE EMPLOYEES, CONTRACTOR, OR ANY SUBCONTRACTOR, SHALL CERTIFY IT IS NOT ENGAGING IN A BOYCOTT OF ISRAEL, AND SHALL, FOR THE DURATION OF THIS CONTRACT, REFRAIN FROM A BOYCOTT OF ISRAEL. THE STATE RESERVES THE RIGHT TO TERMINATE THIS CONTRACT IF THE CONTRACTOR, OR ANY SUBCONTRACTOR, ENGAGES IN A BOYCOTT OF ISRAEL DURING THE TERM OF THE CONTRACT.</p> <p>8. IMPORTANT:</p> <p>BY SIGNING THIS BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.</p> <p>9. SIGNATURE AUTHORITY:</p> <p>SUBMIT EVIDENCE WITH THE BID OR UPON REQUEST</p> <p>R.S. 39:1594 (C) (4) EVIDENCE OF AGENCY, CORPORATE, OR PARTNERSHIP AUTHORITY SHALL BE REQUIRED FOR SUBMISSION OF A BID TO PURCHASING AGENCIES OF THE STATE OF LOUISIANA.</p> <p>THE AUTHORITY OF THE SIGNATURE OF THE PERSON SUBMITTING THE BID SHALL BE DEEMED SUFFICIENT AND ACCEPTABLE IF ANY OF THE FOLLOWING CONDITIONS ARE MET:</p> <p>(A) THE SIGNATURE ON THE BID IS THAT OF ANY CORPORATE OFFICER LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE, OR THE SIGNATURE ON THE BID IS THAT OF ANY MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM LISTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE.</p> <p>(B) THE SIGNATURE ON THE BID IS THAT OF AN AUTHORIZED REPRESENTATIVE OF THE CORPORATION, PARTNERSHIP, OR OTHER LEGAL ENTITY AND THE BIDDER SUBMITS OR PROVIDES UPON REQUEST A CORPORATE RESOLUTION, CERTIFICATION AS TO THE CORPORATE PRINCIPAL, OR OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY, INCLUDING REGISTRATION ON AN ELECTRONIC INTERNET DATABASE MAINTAINED BY THE PUBLIC ENTITY.</p> <p>(C) THE CORPORATION, PARTNERSHIP, OR OTHER LEGAL ENTITY HAS FILED IN THE APPROPRIATE RECORDS OF THE SECRETARY OF STATE IN WHICH THE PUBLIC ENTITY IS LOCATED, AN AFFIDAVIT, RESOLUTION, OR OTHER ACKNOWLEDGED OR</p>	

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BIDDER:

AUTHENTIC DOCUMENT INDICATING THE NAMES OF ALL PARTIES AUTHORIZED TO SUBMIT BIDS FOR PUBLIC CONTRACTS. SUCH DOCUMENT ON FILE WITH THE SECRETARY OF STATE SHALL REMAIN IN EFFECT AND SHALL BE BINDING UPON THE PRINCIPAL UNTIL SPECIFICALLY RESCINDED AND CANCELED FROM THE RECORDS OF THE RESPECTIVE OFFICES.

IT IS ACCEPTABLE FOR THE SIGNATURE ON THE BID TO BE LISTED AS A VENDOR CONTACT ON LAPAC (LOUISIANA PROCUREMENT AND CONTRACT NETWORK)

10. INQUIRIES:

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.

11. BID FORMS:

ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED AND PROPERLY SIGNED. BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:

- A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND
- B. BID FILLED OUT IN PENCIL; AND
- C. BID NOT SUBMITTED PER THE SOLICITATION DOCUMENT.

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.

12. STANDARDS OR QUALITY:

ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION. LSUHSC RESERVES THE RIGHT TO INSPECT AND TEST THE DELIVERED ITEMS FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF THE ITEM FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE ITEM IS IN COMPLIANCE, COST OF ALL TESTS WILL BE PAID BY LSUHSC.

13. DESCRIPTIVE INFORMATION:

BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, AND TECHNICAL DATA) SUFFICIENT FOR LSUHSC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATION SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

14. BID OPENING:

BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING LSUHSC DURING NORMAL

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<p>WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>15. AWARDS: AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED, OR ON AN ALL OR NONE BASIS , AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>16. PRICES: UNLESS OTHERWISE SPECIFIED BY LSUHSC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>17. TAXES: VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p> <p>18. NEW PRODUCTS: UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>19. CONTRACT RENEWALS: UPON AGREEMENT OF LSUHSC AND THE CONTRACTOR , A TERM CONTRACT MAY BE EXTENDED FOR 4 (FOUR) ADDITIONAL 12 MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 60 MONTHS. RS 39:1615</p> <p>20. CONTRACT CANCELLATION: TERMINATION FOR NONCOMPLIANCE: LSUHSC HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION , CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT. FURTHER, LSUHSC MAY TERMINATE THIS CONTRACT FOR CAUSE BASED UPON THE FAILURE OF THE CONTRACTOR TO COMPLY WITH THE TERMS AND/OR CONDITIONS OF THE CONTRACT; PROVIDED THAT LSUHSC SHALL GIVE THE CONTRACTOR WRITTEN NOTICE SPECIFYING THE FAILURE. IF WITHIN THIRTY (30) DAYS AFTER RECEIPT OF SUCH NOTICE, THE CONTRACTOR SHALL NOT HAVE EITHER CORRECTED SUCH FAILURE OR, IN THE CASE WHICH CANNOT BE CORRECTED IN THIRTY (30) DAYS, BEGUN IN GOOD FAITH TO CORRECT SAID FAILURE AND THEREAFTER PROCEEDED DILIGENTLY TO COMPLETE SUCH CORRECTION, THEN LSUHSC MAY, AT ITS OPTION, PLACE THE CONTRACTOR IN DEFAULT AND THE CONTRACT SHALL TERMINATE ON THE DATE</p>	

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<p>SPECIFIED IN SUCH NOTICE. THE CONTRACTOR MAY EXERCISE ANY RIGHTS AVAILABLE TO IT UNDER LOUISIANA LAW TO TERMINATE FOR CAUSE UPON THE FAILURE OF LSUHSC TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS CONTRACT; PROVIDED THAT THE CONTRACTOR SHALL GIVE LSUHSC WRITTEN NOTICE SPECIFYING LSUHSC'S FAILURE AND A REASONABLE OPPORTUNITY FOR LSUHSC TO CURE THE DEFECT</p> <p>TERMINATION FOR CONVENIENCE: LSUHSC MAY, AT ANY TIME, TERMINATE THE CONTRACT FOR THEIR CONVENIENCE AND WITHOUT CAUSE. UPON RECEIPT OF WRITTEN NOTICE FROM LSUHSC OF SUCH TERMINATION FOR THEIR CONVENIENCE, THE CONTRACTOR SHALL: CEASE OPERATIONS AS DIRECTED BY LSUHSC IN THE NOTICE; TAKE ACTIONS NECESSARY, OR THAT LSUHSC MAY DIRECT, FOR THE PROTECTION AND PRESERVATION OF THE WORK; AND EXCEPT FOR WORK DIRECTED TO BE PERFORMED PRIOR TO THE EFFECTIVE DATE OF TERMINATION STATED IN THE NOTICE, TERMINATE ALL EXISTING SUBCONTRACTS AND PURCHASE ORDERS AND ENTER INTO NO FURTHER SUBCONTRACTS AND PURCHASE ORDERS. IN CASE OF SUCH TERMINATION FOR LSUHSC'S CONVENIENCE, THE CONTRACTOR SHALL BE ENTITLED TO RECEIVE PAYMENT FOR WORK EXECUTED. LSUHSC SHALL NOT BE RESPONSIBLE OR OTHERWISE LIABLE FOR ANY DEMOBILIZATION COSTS OR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM SUCH TERMINATION.</p> <p>TERMINATION FOR NON-APPROPRIATION OF FUNDS: THE CONTINUATION OF THIS CONTRACT IS CONTINGENT UPON THE APPROPRIATION OF FUNDS TO FULFILL THE REQUIREMENTS OF THE CONTRACT.</p> <p>21. DEFAULT OF CONTRACT: FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>22. ORDER OF PRIORITY: IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>23. APPLICABLE LAW: ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>24. COMPLIANCE WITH CIVIL RIGHTS LAWS: BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, VETERAN STATUS, OR ANY OTHER NON-MERIT FACTOR. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p>	

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BIDDER:

25. SPECIAL ACCOMMODATIONS:

ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.

26. INDEMNITY:

CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, LSUHSC, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

27. IN ACCORDANCE WITH THE PROVISIONS OF (RS 39:2192):

IN AWARDED CONTRACTS, ANY PUBLIC ENTITY IS AUTHORIZED TO REJECT THE LOWEST BID FROM, OR NOT AWARD THE CONTRACT TO, A BUSINESS IN WHICH ANY INDIVIDUAL WITH AN OWNERSHIP INTEREST OF FIVE PERCENT OR MORE HAS BEEN CONVICTED OF, OR HAS ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE TO ANY STATE FELONY CRIME OR EQUIVALENT FEDERAL FELONY CRIME COMMITTED IN THE SOLICITATION OR EXECUTION OF A CONTRACT OR BID AWARDED UNDER THE LAWS GOVERNING PUBLIC CONTRACTS UNDER THE PROVISIONS OF CHAPTER 10 OF TITLE 38 OF THE LOUISIANA REVISED STATUTES OF 1950, PROFESSIONAL, PERSONAL, CONSULTING, AND SOCIAL SERVICES PROCUREMENT UNDER THE PROVISIONS OF CHAPTER 16 OF TITLE 39, OR THE LOUISIANA PROCUREMENT CODE UNDER THE PROVISIONS OF CHAPTER 17 OF TITLE 39.

28. CERTIFICATION OF NO SUSPENSION OR DEBARMENT:

BY SIGNING AND SUBMITTING THIS BID, THE BIDDER CERTIFIES THAT THEIR BUSINESS ENTITY, ANY SUBCONTRACTORS OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN "AUDIT REQUIREMENTS IN SUBPART F OF THE OFFICE OF MANAGEMENT AND BUDGET'S UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS."

A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT [HTTPS://SAM.GOV](https://SAM.GOV)

IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, THIS ENTITY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION.

29. FEDERAL CLAUSES(IF APPLICABLE):

ANTI-KICKBACK CLAUSE. THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE MANDATE DICTATED BY THE COPELAND "ANTI-KICKBACK" ACT WHICH PROVIDES THAT EACH CONTRACTOR OR SUB GUARANTEE SHALL BE PROHIBITED FROM INDUCING BY ANY MEANS, ANY PERSON EMPLOYED IN THE COMPLETION OF WORK, TO GIVE UP ANY PART OF THE COMPENSATION TO WHICH HE IS OTHERWISE ENTITLED.

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<p>CLEAN AIR ACT: THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 306 OF THE CLEAN WATER ACT, WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS, OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.</p> <p>ENERGY POLICY AND CONSERVATION ACT: THE CONTRACTOR HEREBY RECOGNIZES THE MANDATORY STANDARDS AND POLICIES RELATING TO ENERGY EFFICIENCY WHICH ARE CONTAINED IN THE STATE ENERGY CONSERVATION PLAN ISSUED IN COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT (P.L. 94-163)</p> <p>CLEAN WATER ACT: THE CONTRACTOR HERBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS, OR REQUIREMENTS ISSUED UNDER SECTION 508 OF THE CLEAN WATER ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS, OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.</p> <p>ANTI-LOBBYING AND DEBARMENT ACT: THE CONTRACTOR WILL BE EXPECTED TO COMPLY WITH FEDERAL STATUTES REQUIRED IN THE ANTI-LOBBYING ACT AND THE DEBARMENT ACT.</p> <p>30. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION</p> <p>31. IN ACCORDANCE WITH LOUISIANA LAW, ALL CORPORATIONS (RS 12:163) AND LIMITED LIABILITY COMPANIES (RS 12:1308.2) MUST BE IN GOOD STANDING WITH THE LOUISIANA SECRETARY OF STATE IN ORDER TO HOLD A CONTRACT WITH THE STATE.</p> <p>32. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.</p> <p>33. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE PURCHASE OF THE GOODS AND OR SERVICES SPECIFIED HEREIN. SUBMITTAL OF ANY CONTRARY TERMS AND CONDITIONS MAY CAUSE YOUR BID TO BE REJECTED. BY SIGNING AND SUBMITTING A BID, VENDOR AGREES THAT CONTRARY TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN ITS BID ARE NULLIFIED AND AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH THIS SOLICITATION.</p> <p>34. VENDORS FORMS: THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ALLOWED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.</p>	

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BIDDER:

35. PUBLICIZING AWARDS:

IN ACCORDANCE WITH L.A.C 34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

36. PREFERENCE:

IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY. DO YOU CLAIM THIS PREFERENCE?

YES _____

SPECIFY THE LINE NUMBER (S) _____

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED _____

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORK FORCE? YES _____ NO _____

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES _____ NO _____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.
PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

37. AUDIT OF RECORDS: THE STATE LEGISLATIVE AUDITOR, FEDERAL AUDITORS, AND INTERNAL AUDITORS OF THE STATE SHALL HAVE THE RIGHT TO INSPECT AND AUDIT ALL TIMEKEEPING AND EXPENSE RECORDS OF THE CONTRACTING ENTITY OR ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY TO SUBSTANTIATE AMOUNTS INVOICED BY SUPPLIER WITH RESPECT TO THIS AGREEMENT. THE RIGHTS OF INSPECTION AND AUDIT SHALL COMMENCE AS OF THE DATE OF THIS AGREEMENT AND SHALL CONTINUE FOR A PERIOD OF FIVE (5) YEARS AFTER PROJECT ACCEPTANCE OR AS REQUIRED BY APPLICABLE STATE AND FEDERAL LAW. THE CONTRACTING ENTITY AND ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY SHALL MAINTAIN ALL TIMEKEEPING AND EXPENSE RECORDS RELATED TO THIS AGREEMENT FOR THE ENUMERATED FIVE (5) YEAR PERIOD.

38. CONFIDENTIALITY: CONTRACTOR SHALL PROTECT FROM UNAUTHORIZED USE AND DISCLOSURE ALL INFORMATION RELATING TO THE STATE'S OPERATIONS AND DATA (E.G. FINANCIAL, STATISTICAL, PERSONAL, TECHNICAL, ETC.) THAT BECOMES AVAILABLE TO THE CONTRACTOR IN CARRYING OUT THIS CONTRACT. CONTRACTOR SHALL USE PROTECTING MEASURES THAT ARE THE SAME OR MORE EFFECTIVE THAN THOSE USED BY THE STATE. CONTRACTOR IS NOT REQUIRED TO PROTECT INFORMATION OR DATA THAT IS PUBLICLY AVAILABLE OUTSIDE THE SCOPE OF THIS CONTRACT; ALREADY RIGHTFULLY IN THE CONTRACTOR'S POSSESSION; INDEPENDENTLY DEVELOPED BY THE CONTRACTOR OUTSIDE THE SCOPE OF THIS CONTRACT; OR RIGHTFULLY OBTAINED FROM THIRD PARTIES.

39. CYBERSECURITY TRAINING: IN ACCORDANCE WITH LA. R.S. 42:1267(B)(3) AND THE STATE OF LOUISIANA'S INFORMATION SECURITY POLICY, IF THE CONTRACTOR, ANY OF ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS WILL HAVE ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS, THE CONTRACTOR'S EMPLOYEES, AGENTS, OR SUBCONTRACTORS WITH SUCH ACCESS MUST COMPLETE CYBERSECURITY TRAINING ANNUALLY, AND THE CONTRACTOR MUST PRESENT EVIDENCE OF SUCH COMPLIANCE ANNUALLY AND UPON REQUEST. THE CONTRACTOR MAY USE THE CYBERSECURITY TRAINING COURSE OFFERED BY THE LOUISIANA DEPARTMENT OF STATE CIVIL SERVICE WITHOUT ADDITIONAL COST OR MAY USE ANY ALTERNATE COURSE APPROVED IN WRITING BY THE OFFICE OF TECHNOLOGY SERVICES.

Invitation to Bid

STANDARD TERMS & CONDITIONS	Page 9 of 10
NUMBER : 002662 OPEN DATE : 02/16/2023 TIME: 02:00 PM	BIDDER:
<p>FOR PURPOSES OF THIS SECTION, "ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS" MEANS THE POSSESSION OF CREDENTIALS, EQUIPMENT, OR AUTHORIZATION TO ACCESS THE INTERNAL WORKINGS OF STATE INFORMATION TECHNOLOGY SYSTEMS OR NETWORKS. EXAMPLES WOULD INCLUDE BUT NOT BE LIMITED TO STATE-ISSUED LAPTOPS, VPN CREDENTIALS TO ACCESS THE STATE NETWORK, BADGING TO ACCESS THE STATE'S TELECOMMUNICATIONS CLOSETS OR SYSTEMS, OR PERMISSIONS TO MAINTAIN OR MODIFY IT SYSTEMS USED BY THE STATE. FINAL DETERMINATION OF SCOPE INCLUSIONS OR EXCLUSIONS RELATIVE TO ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS WILL BE MADE BY THE OFFICE OF TECHNOLOGY SERVICES.</p>	

LSU Health Sciences Center – New Orleans

Glass Cleaning Service

Invitation to Bid # 002662

Deadline for bid submission will be February 16, 2023 @ 2:00PM (central)

There will be a mandatory pre-bid meeting on January 31, 2023 @ 10:00 AM

SECTION 1 – BIDDING AND CONTRACT DOCUMENTS

1.1 Definitions:

Bidder – a legal entity that submits an offer to sell to the Owner on a specified body of work. Generally where the term “Bidder” is used in the specifications, the indication is that the requirement or responsibility is associated with the bid submittal or other pre-award activities.

Service provider – vendor that performs the services as specified herein. The term “Service provider” can also be used in the specification as an inclusive term that references the Service provider and all persons, Subservice providers, or other parties of interest acting on behalf of the Service provider in the performance of the contract as described in the specifications.

1.2 Interpretation of Documents and Prior Approvals:

If any person contemplating submitting a bid is in doubt of the meaning of any part of the specifications, plans or other proposed contract documents and/or desired approval of "or equal" products, they may submit to Patrick Defourneaux e-mail at pdefou@lsuhsc.edu a written request for an interpretation or prior approval not later than NOON on Tuesday, February 7, 2023. Any interpretation of documents and prior approvals will be made only by addendum duly issued and mailed or delivered to each bidder receiving a set of the plans and specifications. LSUHSC will not be responsible for any other explanations or interpretation of the specifications or proposed documents.

1.3 Pre-Bid Conference:

A mandatory Pre-Bid Conference will be held on Tuesday, January 31, 2023, beginning at 10:00 AM at Allied Health/School of Nursing Building, 1st floor, room 147 (Seminar Room 2), 1900 Gravier Street, New Orleans, LA 70112. The purpose of the Pre-Bid Conference is to familiarize Bidders with the requirements and intent of the contract and to receive comments and information from interested Bidders. **No questions will be accepted at the pre-bid meeting. All questions must be submitted in writing and will be answered via addendum.**

Attendance at the Pre-Bid Conference is required in order to submit a bid and failure to attend will be grounds for rejection of the bid. Anyone arriving 15 minutes after the start of the meeting will be disqualified from the bid. A representative of LSUHSC will have a sign-in sheet to verify the site visit. All bidders must visit the site to determine the scope of the job.

No allowances for previously existing site conditions will be made after the bid. It is the responsibility of the bidder to thoroughly inspect the site to determine any and all factors, which will affect the bid.

Any revision of the Bidding Documents made as a result of the Pre-Bid Conference shall not be valid unless included in an addendum.

1.4 Bidder's Representation:

Each Bidder by his bid represents the following:

- Bidder has read and understands the Bidding Documents and his or her bid is made in accordance therewith.
- Bidder's bid is based solely upon the materials, systems and services described in the Bidding Documents as advertised and as modified by addenda.
- Bid is not based on any verbal instructions contrary to the Contract Documents and addenda

1.5 Bidding Procedure & Bid Submission:

Bidders must properly complete and sign Bid, including all required attestations and addenda. Any exceptions to the attached terms and conditions or the indemnification agreement shall be presented at the time of the bid submission. Note that any exceptions may result in a disqualified bid if the aforementioned exceptions are in conflict with state guidelines governing LSUHSC. Bids must be signed by a representative of your company authorized to enter into contracts on behalf of your organization in accordance with Louisiana R.S. 39:1594.

These documents must be included with the bid:

1. Signed Invitation to Bid Document
2. Completed Bidders Price Sheet
3. (3) Three Client References per Section 3.4.B & 3.4.B.1
4. Certificate of Liability Insurance
5. Signed Attachment A: CERTIFICATION STATEMENT
6. Signed Attachment B: INDEMNIFICATION AGREEMENT
7. Signed Attachment C: EQUAL EMPLOYMENT OPPORTUNITY CLAUSE
8. Signed Attachment D: AFFIRMATIVE ACTION COMPLIANCE
9. Addenda requiring a signature (if any are issued)

All bids are due by 2:00 PM central, Thursday, February 16, 2023,

at 433 Bolivar Street, Room 623 (Purchasing Department), New Orleans, LA 70112.

Late bids will not be accepted and will be returned unopened.

It is the bidder's responsibility to make sure bids are delivered before the bid opening.

Fax or e-mail bids will not be accepted.

Delays by mail, traffic, or any other reason will be at the bidders own risk.

Submitted sealed bids must be time stamped in our office before 2:00pm on the day listed above.

The bid package must be delivered at the Bidder's expense to:

Patrick Defourneaux

Procurement Analyst, LSU Health Sciences Center

433 Bolivar St.

6th Floor, Purchasing Dept - Room 623

New Orleans, LA 70112

Office phone: 504-568-2947

Email: pdefou@lsuhsc.edu

BIDS SHALL BE DELIVERED IN A SEALED ENVELOPE WITH THE BID NUMBER & VENDOR NAME CLEARLY MARKED ON THE OUTSIDE OF THE ENVELOPE.

In accordance with R.S. 39:1581, Chapter 5, Section 521C of the Louisiana State Purchasing Rules and Regulations, when an error is made in extending total prices, the unit bid price will govern.

Award: LSUHSC-NO will award to the lowest responsive and responsible bidder based on the unit pricing of any and all items.

1.6 Minimum Insurance Requirements:

Selected bidder(s) shall maintain the following minimum insurance coverage throughout the duration of the contract:

- Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
- Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

A Certificate of Liability Insurance must be provided with bid. For further insurance requirements and provisions, see Attachment E – Insurance Requirements.

1.7 Calendar of Events:

<u>Event</u>	<u>Date</u>
ITB Announcement	January 24, 2023
Pre-Bid Conference (Mandatory) (10:00 AM)	January 31, 2023
Written Inquiry Deadline (12:00 Noon)	February 7, 2023
Issue Responses to Provider Inquiries	February 9, 2023
Bid Submission Deadline (2:00 PM)	February 16, 2023
Bid Award & Notification	February 17, 2023

NOTE: LSUHSC reserves the right to amend and/or change this schedule of ITB activities, as it deems necessary.

1.8 Compliance with Applicable Laws and Regulations:

Service provider shall perform all requirements under this contract in strict observance of and in compliance with all applicable laws, regulations, ordinances, codes and any other legislative or statutory requirements. Service provider warrants the performance of services under this contract shall be fully compliant with the current requirements of the Occupational Safety and Health Act (OSHA) to include as it may be amended throughout the term of this contract. Service provider shall take precautions to insure work is performed in compliance with occupational safety standards. Service provider shall obtain all permits and licenses and pay all taxes, charges and fees necessary to perform the services under this contract.

1.9 Resolving Contract Disputes:

State statute requires that disputes arising under this contract not be resolved in a forum outside of Louisiana. Requiring contract disputes to be resolved in a forum outside of this state or requiring their interpretation to be governed by the laws of another jurisdiction, are inequitable and against the public policy of this state.

1.10 Late Payment Policy: State statute RS 39:1695 requires that if a state agency fails to make any payment within 90 days of the due date, that agency shall pay, in addition to the payment, interest on the amount due at the rate established pursuant to Civil Code Article 2824 (B) (3) per year, from the 91st day after the due date.

SECTION 2 – GENERAL INFORMATION

2.1 SERVICE PROVIDER EQUIPMENT, TOOLS & SUPPLIES

- A. The total bid price for the services specified herein shall include all costs to the Service Provider for furnishing all equipment (Service Provider–owned and/or rental), tools and supplies necessary to carry out the glass cleaning services to provide both scheduled and as-needed cleaning of the windows and glass doors included in these specifications.
- B. All equipment, tools and supplies used must be capable of performing all operations in accordance with specifications.
 - 1. All tools and equipment belonging to the Service Provider will not be left unattended in a public area for any time for any reason.
 - a. All tools and equipment will be removed from the work area when not occupied.
 - b. The tools and equipment may be neatly stored in a secure location only if such a location is identified by the designated LSUHSC-NO representative.
- C. All tools, equipment and vehicles used on and around LSUHSC-NO property shall be of a suitable type and construction, safe in use, properly maintained and shall conform to all applicable federal, state and local regulations governing the operation of such tools, equipment and vehicles.
 - 1. The Service Provider shall ensure all manufacturer equipped guards, shields, deflectors, safety switches, seat belts, harnesses and other safety features are in place and functional at all times equipment is in use.
 - 2. The Service Provider will further ensure that all equipment replacement parts meet the original manufacturer's specifications.
 - 3. LSUHSC-NO reserves the right to inspect any and all tools, equipment and vehicles to verify compliance with regulations and the specifications defined within this document.
 - 4. The Service Provider will be instructed to remove from the LSUHSC-NO property any tools, equipment or vehicles found to be insufficient to safely perform this work.

2.2 MATERIAL SAFETY DATA SHEETS

- A. Prior to starting, the Service Provider must provide Safety Data Sheets (SDS) for all potentially hazardous products to be provided by the Service Provider and used on site.

2.3 SAFETY

- A. All work will be conducted in accordance with all current OSHA and other applicable federal, state and local regulations.
- B. The Service Provider will also comply with the LSUHSC-NO Service Provider Safety Guidebook and the policies it references.
 - 1. The guidebook can be found at <http://www.is.lsuhscc.edu/safety/pdf/csg.pdf>.
 - 2. The Service Provider will be required to sign a form acknowledging receipt of, and compliance with, the guidebook.
- C. No part of this work shall be performed at any location in any manner which may endanger the health, safety or welfare of the public, faculty, staff, students or Service Provider employees now or in the future.
 - 1. Work shall be done in such a manner so as to create a safe working and walking environment for occupants in or adjacent to the work area.
 - 2. Work shall be done in a manner as to be of little disruption to campus occupants.
 - 3. Work shall be done in a manner that does not compromise the security of the work area or the occupants.
 - 4. Means, methods, techniques, sequencing, etc. are the sole responsibility of the Service Provider.
- D. When working above any area where people might cross below workers:
 - 1. Service Provider must neatly and professionally cordon off area(s) using commercially-produced barricade equipment (e.g. no buckets, wood sawhorses, wood stakes) and post professionally-fabricated signs (e.g. no hand written/stenciled or spray painted signs) for indicating the area(s) is/are closed to pedestrian traffic.
 - 2. Signs must be of sufficient size with specific wording to clearly indicate that work is occurring above.
 - 3. Should barricading alone prove ineffectual in keeping pedestrians from entering these closed areas, Service Provider must post an employee to direct pedestrians around the work area.
- E. Service Provider personnel will possess and use any and all relevant personal protective equipment (PPE) while engaging in work on the LSUHSC-NO property.
 - 1. Such equipment will include eye and hearing protection, and may include specialized clothing and footwear if conditions warrant.
 - 2. Should the Service Provider furnish reflective safety vests, all vests worn by Service Provider personnel will be uniform in appearance.

3. For work performed above floor or ground level, appropriate fall protection equipment will also be required.
- F. Failure to adhere to any or all safety requirements could result in the assessment of monetary penalties (see Section 2.15) or possibly the cancellation of the entire service contract.

2.4 LAWS, CODES, ORDINANCES, LICENSES AND CERTIFICATIONS

- A. Any requirement of this specification which conflicts with or is in violation of any government rule, ordinance, regulation, etc. shall be void.
1. The Service Provider shall notify the designated LSUHSC-NO representative immediately of any such requirement found in this specification.
- B. Service Provider personnel shall, throughout the course of all work, comply with all rules, ordinances, regulations, etc. set forth by agencies having jurisdiction, which apply to the work site, the Service Provider, and/or the Service Provider's employees.
- C. All Service Provider employees requiring a license or certification by the State of Louisiana, Orleans Parish and/or the City of New Orleans to perform any duties specified herein must provide documented proof to show such license or certification is current at the outset of this contract and each year thereafter at the annual renewal of the contract.

2.5 DAMAGE

- A. The Service Provider will be responsible for all repair/replacement costs associated with any damage to LSUHSC-NO buildings, building contents, exterior infrastructure, equipment, vehicles or landscaping incurred due to negligent actions by Service Provider personnel.
- B. The Service Provider will immediately notify the designated LSUHSC-NO representative when damage of any kind occurs.
- C. Claims of damage to private property or vehicles adjoining LSUHSC-NO property or private vehicles located on LSUHSC-NO property will be resolved directly by the Service Provider and the owner of the private property or vehicle.
1. LSUHSC-NO will not act in any way as an intermediary between the two parties.

2.6 PERSONNEL

- A. The bid prices submitted for the services specified herein shall include all costs to the Service Provider for furnishing personnel to perform glass cleaning services on the LSUHSC-NO campuses.

- B. The Service Provider shall have in their employ, or under their control, sufficient qualified and competent personnel to perform all tasks promptly and in accordance with contract specifications.
- C. The Service Provider shall utilize, on this contract, only workers that are skilled in the tasks to which they are assigned.
 - 1. The Service Provider warrants to LSUHSC-NO that the workers used on the job are regularly employed by the contracting company or the Sub-Service Provider's company or companies.
- D. LSUHSC-NO reserves the right to examine the Service Provider's past payroll records and those of any Sub-Service Provider to determine whether the employees being used on the contract are regularly employed.
- E. LSUHSC-NO reserves the right to question the use of an employee whom LSUHSC-NO feels is unskilled or untrained on a task that requires a skill.
- F. LSUHSC-NO retains the right to require the Service Provider to remove a Service Provider employee or employees as LSUHSC-NO may deem necessary.
 - 1. Reasons for this request may be, but are not limited to: poor work performance, incompetence, carelessness, disruptive or otherwise objectionable behavior.
 - 2. Service Provider crews will be working on tobacco-free campuses (no cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, etc.).
 - a. The Service Provider will be required to immediately remove any Service Provider employee from any LSUHSC-NO property who violates the no-tobacco rule.
 - 3. The Service Provider will be required to immediately remove any Service Provider employee from any LSUHSC-NO property who reports to the site manifesting evidence of being under the influence of alcohol or illegal drugs.
 - 4. A request to remove a Service Provider employee is in no way a call for dismissal – it is just a request for the individual to be reassigned away from LSUHSC-NO properties.
 - 5. If the Service Provider is requested to replace any employee, any time lost on the job shall be the responsibility of the Service Provider and shall not be an acceptable reason for requesting extensions of the completion deadline or tasks assigned under this service contract.

2.7 SUPERVISION

- A. The Service Provider shall provide all supervision on-site (if necessary) to coordinate and inspect work when multiple Service Provider employees are present (see Section 3.7).

- B. When necessary there will be a supervisor or point-of-contact (working foreman is acceptable) readily available to the designated LSUHSC-NO representative when work is being performed by multiple Service Provider employees.
 - 1. The Service Provider on-site supervisor / foreman shall check-in with the designated LSUHSC-NO representative daily (in person or by telephone) prior to starting work.
 - 2. The on-site supervisor / foreman will also contact the designated LSUHSC-NO representative for inspection after completing the work or when leaving for the day.

2.8 PERFORMANCE

- A. When only one (1) Service Provider employee is scheduled to be on-site to provide service, that employee shall check-in with designated LSUHSC-NO representative (in person or by telephone) upon arrival to a LSUHSC-NO property and prior to starting any work, then again after completing the work or when leaving for the day.
- B. LSUHSC-NO requires quality work performed in a competent manner.
 - 1. All Service Provider non-supervisory workers shall be required to perform all relevant tasks without direction by LSUHSC-NO personnel.
- C. LSUHSC-NO will be the sole judge concerning the merits of services(s) provided in accordance with specifications set forth in this document, or if it is determined the Service Provider is operating in violation of federal, state and local applicable laws and ordinances.
 - 1. No latitude will be given for failure to perform properly.
- D. The Service Provider will provide replacement or additional personnel at no additional cost to correct any substandard work performed by assigned Service Provider personnel in accordance with the Default (Section 2.15) guidelines.
- E. Failure to correct substandard work to the satisfaction of the designated LSUHSC-NO representative after exhausting all opportunities per the Default guidelines (see Section 2.15) will result at a minimum in monetary penalties but could also result in the cancellation of this contract.
- F. A Service Provider that is new to providing the services described in this document at the LSUHSC-NO locations will be allowed one scheduled full service cycle (all listed glass cleaned one time) adjustment period to institute procedures and train personnel to provide the services in accordance with these specifications before the designated LSUHSC-NO representative will begin to critique the quality of the services provided.

2.9 IDENTIFICATION

- A. The Service Provider will provide LSUHSC-NO specific information (Attachment A) for all personnel at the start of the contract to facilitate the issuance of LSUHSC-NO identification badges.
- B. Service Provider personnel will always be in a minimum of a uniform shirt displaying the company logo at all times while on LSUHSC-NO property.
 - 1. Outer wear such as cold weather apparel, rain jackets/suits, jumpsuits or the like that will cover the company name/logo on a uniform shirt must then also prominently display the company name/logo at all times.
- C. Service Provider personnel who are required to enter buildings as part of their duties must prominently display their LSUHSC-NO identification badge at all times while inside any LSUHSC-NO facility.
- D. The Service Provider will immediately retrieve and return LSUHSC-NO identification badges for personnel that have been terminated from employment or all badges at the conclusion of the contract.

2.10 CLEANUP

- A. Service Provider personnel will be responsible for the thorough cleanup and removal of all debris in all areas where work was performed before leaving LSUHSC-NO property for the day.

2.11 WASTE

- A. The Service Provider shall not permit the accumulation of trash and/or waste materials at the work site and is responsible for the proper disposal of all waste generated by this work.
 - 1. Unless otherwise stated elsewhere in these specifications, all waste products of any kind shall be removed from all LSUHSC-NO work sites daily and disposed of in either the designated container (Line B below) or an off-campus location in accordance with all applicable federal, state and local laws and regulations.
- B. LSUHSC-NO will provide access to one specific open top solid waste container (other temporary open top containers belonging to other Service Providers are not to be used for any reason) on each campus for any non-hazardous waste generated on-site by the glass cleaning processes.
- C. The use of LSUHSC-NO trash compactors, or trash containers other than the one designated container, is strictly forbidden.
 - 1. A \$1000 penalty will be assessed against the total cost of the job if debris generated by this service contract is found in LSUHSC-NO trash compactors or containers other than the one designated container.
 - 2. In addition, any violation of these conditions will result in the Service Provider being required to remove ALL future waste products of any kind

from all LSUHSC-NO locations and disposed of off campus in accordance with all applicable federal, state and local laws and regulations.

2.12 USE OF PROPERTY

- A. There will be no office, storage or disposal space provided to the Service Provider.
- B. Parking for Service Providers and Service Provider personnel is not available anywhere on the LSUHSC-NO Downtown Campus property under any circumstances.
 - 1. Service Provider and Service Provider employee vehicles are required to park on the public street or in off-site commercial parking lots at the Service Provider's expense.
 - a. The Service Provider must abide by all parking laws and regulations when using public street parking.
 - b. Service Provider vehicles will not park on the public street in any fashion that in any way hinders normal access or operations related to LSUHSC-NO.
- C. Parking for Service Providers and Service Provider personnel is available at the School of Dentistry Campus free of charge.
- D. See Attachment B for location maps.

2.13 WORK LOCATION MANAGEMENT

- A. The Service Provider shall:
 - 1. Maintain safe pedestrian passage within and around work areas;
 - 2. Provide temporary protection to prevent movement of materials or debris to areas adjacent to the work zone (where applicable);
 - a. Should the area beyond the work zone(s) become contaminated with any type of debris, coating, film, hazing, mist or dust as a consequence of this service, the Service Provider will clean and decontaminate these areas at no additional cost, to the satisfaction of the designated LSUHSC-NO representative.
 - 3. Promptly have repaired any incidental damage to infrastructure or moveable equipment, at no additional cost to LSUHSC-NO.

2.14 PAYMENTS

- A. The Service Provider shall only submit itemized invoices with lines that directly correspond to the lines on the LSUHSC-NO Purchase Order(s).
 - 1. As the Purchase Order(s) shall have separate lines for identical work that is located at separate locations – Downtown Campus and School of

Dentistry Campus – invoices cannot contain amounts that are the combined costs for the same work at the different locations.

2. If the work is being performed under a Task Order (additional task(s) for an additional [supplemental] cost to LSUHSC-NO, charged to a supplemental purchase order), the invoice must reference the Task Order number and include the description of the work from the Task Order (see Appendix E).

B. Invoices are to be submitted to either:

1. Via USPS mail to:

LSUHSC New Orleans
Accounts Payable
433 Bolivar Street
New Orleans, LA 70112

OR

2. Via E-mail to: noacctacctpays@lsuhsc.edu

- C. No notice of completion, delivery memo, invoice or other document will be signed, or approvals of any type given for any part of the job or delivery of any equipment or materials, except by the designated LSUHSC-NO representative.

2.15 DEFAULT

- A. When the designated LSUHSC-NO representative becomes aware of an issue with either non-performance or non-compliance with the provisions as set forth in these specifications, the LSUHSC-NO representative will arrange a face-to-face meeting and discuss the issue with the designated representative of the Service Provider to mutually agree on a resolution to the discrepancy and to set a reasonable target date for the issue to be corrected.
- B. If the same issue has not been resolved to the satisfaction of the designated LSUHSC-NO representative by this agreed upon target date, the LSUHSC-NO representative will arrange a 2nd face-to-face meeting with the designated representative of the Service Provider to again discuss the issue and mutually agree on a resolution to the discrepancy and to set another reasonable target date for the issue to be corrected.
- C. Should this 2nd discussion fail to resolve the issue by the 2nd agreed upon target date, the designated LSUHSC-NO representative will send an electronic notification to the Service Provider that the non-performance and/or non-compliance issue must now automatically be corrected within three business days from the date this notification is sent.
 1. Failure by the Service Provider to read the written notification in a timely manner or failure of the Service Provider's E-mail system to deliver the message will not extend the 3-day deadline.

- D. Should the two discussions between the Service Provider and the designated LSUHSC-NO representative plus the 3-day electronic notice fail to resolve the issue with non-performance or non-compliance with the provisions as set forth in these specifications, then LSUHSC-NO may seek remedy through liquidated damages as opposed to contract cancellation and the following monetary penalties would then apply:
1. 1st Offense – \$200 plus withholding any outstanding payments due
 2. 2nd Offense – \$500 plus withholding any outstanding payments due
 3. 3rd Offense – \$1000 plus withholding any outstanding payments due
 4. Contract Cancellation
- E. Whenever a specific non-performance and/or non-compliance issue has been encountered, is addressed through steps A-C above, even if a monetary penalty is not imposed, subsequent occurrences of that specific non-performance and/or non-compliance issue will not be addressed again through those same steps but instead will go automatically to the monetary penalty assessment phase.
- F. Whenever a specific non-performance and/or non-compliance issue is encountered on three separate occasions that requires the designated LSUHSC-NO representative to address the specific issue with the Service Provider to resolve that issue, LSUHSC-NO will proceed to contract cancellation.
- G. The LSUHSC-NO designated representative will evaluate non-performance and/or non-compliance issues on a case by case basis and waive the levying of any damages in those instances where the failure to meet standards is determined to be beyond the Service Provider's control.

SECTION 3 – GENERAL CONDITIONS

3.1 SUMMARY

- A. The LSU Health Sciences Center – New Orleans (LSUHSC-NO) is seeking a Glass Cleaning Service Provider to provide quarterly (interior and lower exterior) and semi-annual (high rise) glass cleaning for designated buildings at both the Downtown and School of Dentistry campuses.
1. The Service Provider shall furnish all labor, materials and equipment necessary to deliver these services.
- B. Except where noted, in addition to all labor, tools, equipment and specified materials, the Service Provider shall also provide any and all permits, insurance, transportation and/or other items required to legally provide the services outlined in these specifications.
- C. The service contract period for this agreement will be twelve (12) months.

1. Upon mutual agreement by both parties, the service contract can be renewed for four (4) additional twelve (12) month periods, with the total term of the service contract not to exceed sixty (60) months.

3.2 EXISTING CONDITIONS, EXAMINATION OF SITE

- A. By the act of submitting a bid on this work, the Service Provider shall be considered to have examined all buildings and these specifications and to be thoroughly familiarized with the scope of the required work and the existing conditions of all of the glass to be cleaned.
- B. The work is to be performed on the LSUHSC-NO properties as defined on the maps provided (see Appendix B).
- C. Prior to the starting date for work under this contract, the Service Provider and the designated LSUHSC-NO representative shall together make a thorough examination of the current conditions at all locations listed in these specifications.
- D. Due to the circumstance that high glass on some of the buildings has not been cleaned for several years, a column has been added to the Price Sheet to provide a one-time only price to compensate for the extra effort likely to be necessary to clean the high glass the first time on those buildings under this new contract.

3.3 SERVICE LOCATIONS

- A. See Appendix C.

3.4 BIDDER PROVISIONS

- A. Bidders are to quote their specific prices to furnish all labor, materials, equipment and expertise necessary to perform glass cleaning services for a period beginning January 1, 2023 and ending one (1) year after that date.
- B. The successful bidder must supply three (3) client references including contact person name, address and phone number from three organizations of similar size and complexity to LSUHSC-NO that are currently providing similar work to bidder.
 1. One of the client references must be able to verify that the bidding company has provided exterior window cleaning services five (5) or more years ago per Section 3.4.C.
- C. Only organizations which have been in the glass cleaning business at least five (5) years and who are, as defined in the state statutes, financially responsible and able to show evidence of the reliability, ability, experience, facilities and persons directly employed and supervised by them to render prompt and satisfactory insulation service will be considered.
- D. The bid award will be all or none.

- E. All prices on successful bid price sheet will become the fixed service contract prices to furnish all labor, materials, equipment and expertise necessary to accomplish the work described in these specifications for the duration of this service contract.
- F. The use of the word "Service Provider" shall be interpreted to be the firm or corporation that is the successful bidder and has been designated the exclusive provider of the services described herein by LSUHSC-NO.
 - 1. The successful bidder will be required to accept a purchase order from LSUHSC-NO to serve as a service contract in strict accordance with these specifications for services.
 - 2. The service contract will be administered by the designated LSUHSC-NO representative.

3.5 DESIGNATED LSUHSC-NO REPRESENTATIVES

- A. Following award of this bid, the primary designated LSUHSC-NO representative is Housekeeping Manager Joseph Irvin. Joseph Irvin can be contacted via phone at 504-568-2858 or fax at 504-568-7223. Please do not contact this individual regarding the bid process.

Mail should be addressed to:
Joseph Irvin, Housekeeping Manager
LSU Health Sciences Center
Department of Facility Services
1901 Perdido Street, Room 2215
New Orleans, LA 70112

- B. Following award of this bid, should the Housekeeping Manager be unavailable, the Manager of Operations for Facility Services should be contacted with any service contract-related questions or issues via phone at (504) 568-8995.

3.6 CONTRACT IMPLEMENTATION MEETING

- A. Prior to implementation of this service contract, representatives from LSUHSC-NO and the Service Provider will hold a meeting to introduce each group of representatives to the other, to be attended by:
 - 1. A main point of contact from the Service Provider's sales or management staff for all concerns beyond discussions regarding routine servicing.
 - a. This individual shall routinely review and inspect operations, consult with LSUHSC-NO on current and future service programs and act with full authority on the Service Provider's behalf in any and all matters pertaining to the specifications of this service contract.
 - b. Though not required to attend, the name and contact information for a backup to the main point of contact must be provided.
 - c. The main point of contact will provide a telephone number, fax number, E-mail address, business cell phone number and normal working hours of themselves and their backup.

2. A main point of contact for the Service Provider responsible for all on-site service work.
 - a. Though not required to attend, the name of a backup to the on-site service work point of contact must be provided.
3. The designated LSUHSC-NO representative, a purchasing representative from the LSUHSC-NO Purchasing Department handling this service contract and any individuals authorized as backup to the designated LSUHSC-NO representative.

3.7 COORDINATION OF WORK

- A. The Service Provider will be responsible for coordinating the work of all trades provided under this service contract.
- B. As per Section 2.7, the Service Provider shall provide all supervision on-site to coordinate and inspect work.
- C. There will be an on-site supervisor or point-of-contact on campus at all times and readily available to the designated LSUHSC-NO representative when work is being performed.
 1. If only one individual is on campus performing work, that individual must be prepared to discuss the work with the designated LSUHSC-NO representative.
- D. Daily Check In/Out
 1. The Service Provider on-site supervisor or point-of-contact shall check-in with designated LSUHSC-NO representative or designee daily prior to starting work.
 2. On-site supervisor or point-of-contact will contact the designated LSUHSC-NO representative or designee for inspection or to provide an update report after completing the daily work schedule.
- E. LSUHSC-NO is a twenty-four (24) hours a day, three hundred and sixty-five (365) days a year operation.
 1. The designated LSUHSC-NO representative must approve any work scheduling that will interfere with the normal operation of the facility or its personnel.
- F. Personnel relations of employees on the Service Provider's payroll shall solely be the Service Provider's responsibility.
 1. The Service Provider shall comply with all applicable government regulations related to the employment and compensation of personnel.

- G. All tasks are to be performed in a workmanlike manner, in accordance with industry standards and acceptable trade practices for all trades involved.

3.8 SERVICE CONTRACT CHANGES

- A. After the bid has been awarded, all requests for work that will require additional payment must be in the form of a written Change Order or new Purchase Order issued by the LSUHSC-NO Purchasing Department.
- B. The Service Provider will submit a written proposal/quote describing the potential changes or additional work with a complete breakdown of all material and hours, and the individual cost of each.
- C. No additional work will be started until the Change Order or Purchase Order for this work has been provided in writing.
- D. The designated LSUHSC-NO representative cannot directly or indirectly authorize any additional work without this official documentation.
- E. Failure by the Service Provider to obtain authorization via the Change Order or Purchase Order before starting the work may result in non-payment or delays in processing payment.

3.9 DOCUMENTATION

- A. No notice of completion, delivery memo, invoice or other document will be signed, or approvals of any type given, for any part of the job or delivery of any equipment or materials, except by the designated LSUHSC-NO representative(s), secondary contact or designee.

3.10 SERVICE IMPLICATIONS

- A. Items not expressly set forth but which are reasonably implied or necessary for the proper performance of this work shall be included.

SECTION 4 – GENERAL PROJECT REQUIREMENTS

4.1 QUALITY ASSURANCE

- A. The Service Provider shall:
 - 1. Handle and store materials in strict accordance with manufacturer's instructions.
 - 2. Submit all pertinent information to the designated LSUHSC-NO representative regarding any Sub-Service Provider for approval prior to using any Sub-Service Provider for the first time at LSUHSC-NO.

4.2 COMMUNICATIONS

- A. Regular daily on-site communication between the Service Provider and the designated LSUHSC-NO representative is mandatory during the quarterly cleaning period.
- B. The Service Provider is encouraged to ask questions rather than make assumptions.

4.3 SAFETY SPECIFICATIONS – ROOF TOP SUSPENSION

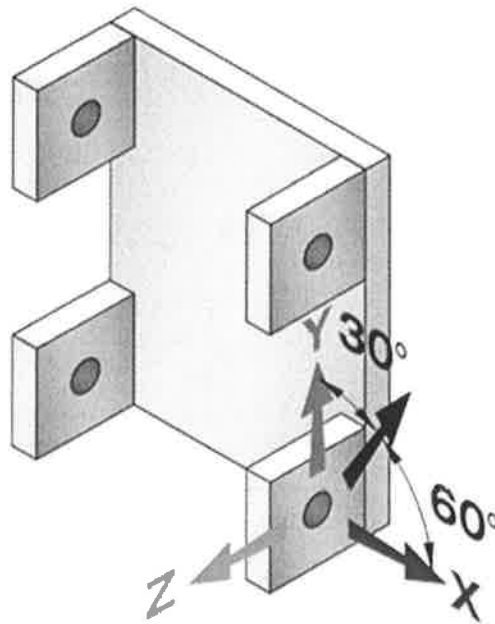
- A. If the Service Provider elects to use the roof top suspension method to clean any of the high rise glass, prior to starting work on any building the Service Provider will provide the designated LSUHSC-NO representative with a well-organized and concisely written operational safety plan that contains ALL of the following information in sufficient detail.
 - 1. Types of fall protection being used, with specifications for chairs, tackle and ropes used.
 - a. Inspection methods must be included.
 - b. Identify how the safety anchors and descent equipment will be accessed and used.
 - 2. Identify how personnel at ground level will be protected from the potential of falling objects.
 - 3. Pre-Job Assessment procedures shall include considerations and response actions for Weather, PPE, Trip / Fall Hazards and Electrical hazards.
 - 4. Emergency evacuation and rescue plan needs shall be included.
 - 5. Training of personnel must be documented in order to ensure compliance with the requirements of OSHA 1910.27 and 1910.30.
 - a. **If documented training by a “qualified person” cannot be provided for all participating individuals, approval of any plan will be precluded.**
- B. The only roofs that can be accessed in that manner as part of this contract are the Trail CSRB, Human Development Center, Resource Center and Lions Eye/LSU Clinics.
 - 1. Note that the davit bases at the Trail CSRB, Lions Eye/LSU Clinics and the Resource Center may not be used with any davit arm.
 - 2. No temporary anchors may be attached to any parapet.
 - 3. The only permanent building anchor points allowed are described below.
 - 4. No other structure (e.g., structural members, pipes) or piece of equipment on the roof may be used as an anchor point for any window washing systems or fall protection systems.

- C. The anchors, as described below, on the Trail CSRB, Human Development Center, Resource Center and Lions Eye/LSU Clinics buildings have been tested and certified to support an ultimate load of 5,000 pounds; with a safe working load not to exceed 1,250 pounds – they may be used as single–point tie off anchors only.
1. At the Resource Center, the davit bases are acceptable to use as single point tie off anchors.
 - a. The lifeline may be attached directly to one of the two lower plates.
 - b. Note that there are multiple “eye-bolt” style tie off anchors on the roof (vice the parapet) adjacent to each davit base. These anchors are unable to withstand the required OSHA loading and may not be used.
 2. The lifeline attachment points on the Trail CSRB and Lions Eye/LSU Clinics building anchors are the lower set of holes.
 - a. Do not attach to the loops welded to the side of the anchor at the Trail CSRB.
 - b. There are three anchor points on the Trail CSRB that are tagged out as “Do Not Use” – these anchors may not be used for any connection.
 3. The Service Provider will not be allowed to use an anchor which is found to be inaccessible, loose, damaged, deteriorated or altered.
- D. Bosun's or boatswain's chair
1. A bosun's or boatswain's chair which is suspended from a point with an elevation of more than 75 feet above the nearest street or ground surface shall be pre-approved by LSUHSC-NO for the specific building and location where it is to be used.
 - a. Approval will not be considered unless other authorized means of cleaning the windows, such as an aerial lift, have been found impracticable or impossible due to the exterior features of the building.
 2. A manually operated bosun's or boatswain's chair which is suspended from a point with an elevation of 75 feet or less above the nearest street or ground surface is not required to be pre-approved but shall conform to the following requirements:
 - a. *Fall protection harness and lifeline required.*
 - (1) Each person working from a bosun's or boatswain's chair shall be provided with and shall use an approved fall protection harness and a lifeline consisting of a hanging line and a tail line.
 - (a) The Service Provider will not be allowed to use a fall protection harness which has been used for testing

purposes or which is materially damaged,
deteriorated or excessively worn in any part.

- (2) The tail line shall be of minimum practical length and shall be attached to the hanging line by an approved special device to allow vertical adjustment of the point of attachment.
- b. *Protection of all areas below work.*
 - (1) Where a bosun's or boatswain's chair is suspended over an area traversed by pedestrians or vehicular traffic, the ground area directly under the chair work zone shall be effectively blocked by a barricade (see Section 2.3.D) and an attendant shall be stationed so as to keep the area clear.
- c. *Skilled operators.*
 - (1) Persons not trained in the use of bosun's or boatswain's chairs shall not use such equipment.
- d. *Chairs.*
 - (1) Bosun's or boatswain's chairs and all supports shall be designed and constructed to sustain without failure a minimum load of 600 pounds.
 - (2) Each chair shall be suspended from its four corners by means of rope slings, have a seat not less than 24 inches long by 10 inches wide and two inches in thickness if of soft wood or one and one-eighth inches in thickness if of oak or ash, and be reinforced across the full width by cleats securely fastened to each end.
 - (3) The chair seat may be constructed of material other than wood, provided the material is equivalent in strength to two inches of soft wood or one and one-eighth inches of oak or ash. If constructed of material of equivalent strength, cleats across the full width of the seat shall be provided unless structural analysis indicates they are not necessary.
- e. *Tackle.*
 - (1) Tackle shall consist of rope at least equal in strength to five-eighths inch first grade Manila rope and proper sized blocks.
 - (2) Rope attachment to block shall be by a thimble and splice.
 - (3) Hooks shall be provided with means to prevent accidental disengagement.
- f. *Anchorage.*
 - (1) The object to which the tackle is shall those allowed in sections 4.3.A and B.
- g. *Tie-ins.*
 - (1) Tie-ins shall be provided for bosun's or boatswain's chairs and used by the Service Provider to prevent sway during the window cleaning operation.
3. Every lifeline shall always be anchored in line (within 15 degrees of perpendicular) with the suspended worker.
4. Do not load any of the anchor points eccentrically.
 - a. Eccentric loading would be any force or load applied out of plane with the steel plate.

- b. The image below shows the X-Y-Z directions on the davit bases.
- (1) Y & Z directions are acceptable.
 - (2) The davit bases were not tested in the X direction, but by analysis we could accept loading up to 30 degrees out of plane per the image below.
 - (3) Any loading greater than 30 degrees, up to perpendicular to the plate, may have the potential to bend the steel plate or fracture the base weld.



- E. Ensure OSHA standards for fall protection are met for fall protection when working near any parapet (e.g., Resource Center Building and Lion's Eye Penthouses) that does not meet the OSHA standard for fall protection.
- F. If requested by the designated LSUHSC-NO representative, the Service Provider will provide written documentation that demonstrates that a given piece of equipment or method of connection is in accordance with OSHA requirements.
- G. LSUHSC-NO reserves the right to request the removal from the work site of any equipment it deems does not meet the aforementioned codes or regulations.
1. In addition, it may require the immediate halt of any unsafe practices observed in carrying out the contracted service.
 2. This will in no way relieve the Service Provider of complying with the cleaning schedule.
- H. Roof access doors will be secured at all times unless moving personnel, equipment or material.
1. These doors will not be not propped open at any time for any reason.

2. The Service Provider will be issued a temporary key to each roof access door as work is scheduled.

4.4 SAFETY SPECIFICATIONS – AERIAL LIFT

- A. Where the Service Provider elects to use aerial lifts to clean high rise glass, the Service Provider will provide the designated LSUHSC-NO representative with a well-organized and concisely written operational safety plan that contains ALL of the following information in sufficient detail prior to starting work on any building.
 1. *Fall protection harness required.*
 - a. Each person working from the work platform of an aerial lift shall be provided with and shall use an approved fall protection harness properly secured to the work platform.
 - (a) The Service Provider will not be allowed to use a fall protection harness which has been used for testing purposes or which is materially damaged, deteriorated or excessively worn in any part.
 2. Identify how personnel at ground level will be protected from the potential of falling objects.
 - a. Where an aerial lift is suspended over an area traversed by pedestrians or vehicular traffic, the ground area directly under the lift work zone shall be effectively blocked by a barricade (see Section 2.3.D) and an attendant shall be stationed so as to keep the area clear.
 3. Pre-Job Assessment procedures shall include considerations and response actions for Weather, PPE, Trip / Fall Hazards and Electrical hazards.
- B. All aerial lifts, regardless of vendor-owned or rented, will comply with Section 2.1.C.
- C. Aerial lifts will only be placed on asphalt and concrete surfaces – repairs for all damage to landscaping or other infrastructure caused by aerial lifts used for the glass cleaning will solely be the monetary responsibility of the Service Provider.
 1. Service Provider is responsible for placing any and all construction matting, timber matting, blocking or other protective measures over asphalt and concrete for distribution of the weight load of aerial lifts to prevent damage to these surfaces.
- D. Service Provider will be responsible for compliance with all regulations and for obtaining any and all City of New Orleans permits required to temporarily locate an aerial lift on any city street.
 1. All equipment positioned on a city street will be sufficiently surrounded by manufactured bright orange traffic cones, barrels, stanchions or other such visual markers to warn drivers and pedestrians to stay clear.

- E. Overnight or extended storage of aerial lifts on LSUHSC-NO property will only be in a location(s) provided by the designated LSUHSC-NO representative.

4.5 ALTERNATE HIGH RISE ACCESS METHODS

- A. LSUHSC-NO will consider other access methods for high rise glass from the successful bidder but the bidder will need to be prepared to perform this work by using one of the methods described above if LSUHSC-NO deems those alternative methods unacceptable.

SECTION 5 – GLASS CLEANING PROCEDURES

5.1 SERVICE PROVIDER SUPPLIES AND EQUIPMENT

- A. The total bid price for the services specified herein shall include all costs to the Service Provider for furnishing all equipment (Service Provider-owned and/or rental) and supplies necessary to carry out the glass cleaning services.
- B. All equipment and supplies used must be capable of performing all operations in accordance with cleaning specifications.
- C. All materials and equipment belonging to the Service Provider will not be left unattended in a public area for any time for any reason.

5.2 GENERAL CLEANING PROCEDURES

- A. Windows and glass doors shall be generally cleaned using a liquid product specifically formulated for cleaning glass.
 - 1. Product is to be guaranteed in writing by manufacturer to be harmless to humans, animals, vegetation and building materials that will come in contact with the product.
 - 2. Product documentation with this information is to be given to the designated LSUHSC-NO representative prior to the start of any work under this contract.
- B. Where the use of specialty products is deemed necessary by the Service Provider to remove difficult stains or mineral deposits, documentation for each product to be used must first be reviewed by the designated LSUHSC-NO representative.
 - 1. After review of the documentation, the designated LSUHSC-NO representative will approve or deny use of any or all of the proposed product(s).
- C. All windows and glass doors, both interior and exterior, will be cleaned by hand using: a solution applicator or spray bottle; rubber squeegee; clean, dry cloths.
 - 1. The additional use of scrapers and scrubbing materials may also be allowed as necessary but shall not damage the glass or frames.

- D. The cleaning process shall result in glass that is free of streaks, smears and visible soap residue.
 - 1. Any and all accumulated dirt, paint specs, growth or other foreign debris must be completely removed from the glass.
 - 2. Frames shall be cleaned to remove all dried dirt, insects, cobwebs, debris, growth and other materials so as to be considered clean by the designated LSUHSC-NO representative.
 - 3. Where interior cleaning is specified, sills shall be cleaned and all overspill wiped dry.

5.3 INTERIOR GLASS ACCESS

- A. Should it prove necessary to do so, any item(s) moved away from glass by Service Provider workers in public areas must be returned to original location immediately following the completion of the glass cleaning.
- B. All cleaning solution overspill shall be thoroughly removed and wiped dry before returning items to their original locations.
- C. All window blinds opened for access to the glass shall be returned to the pre-cleaning setting.
- D. Workers shall carry stepladders with them for cleaning any interior or 1st floor exterior glass.
 - 1. Service Provider workers shall not stand on furniture, sills or any other unapproved or unsafe platform.

5.4 SCHEDULING

- A. Quarterly glass cleaning at the locations designated (see Section 4 above) is to take place during the months of January, April, July and October.
- B. Locations designated for semi-annual cleaning will be serviced during the months of April and October.
- C. The setting of specific cleaning dates for each round of cleaning will be coordinated in advance with the designated LSUHSC-NO representative.
 - 1. The Service Provider will provide a detailed written schedule two full weeks prior to each regularly scheduled service date showing the exact dates the work will be performed by building.
 - 2. A sample format for this schedule is attached to this document (see Appendix D).

- D. After agreeing to the schedule for the upcoming service by both parties, revisions may only be made by mutual consent of both the Service Provider and the LSUHSC-NO designated representative.
- E. Work Hours:
1. All work will be performed strictly in accordance with pre-arranged schedules provided in writing to the designated LSUHSC-NO representative.
 - a. When schedules change due to weather disrupting planned work, the Service Provider will send the designated LSUHSC-NO representative an updated schedule prior to the next work day.
 2. All interior work to be performed during regularly-scheduled daytime working hours, 7:00 a.m. to 4:30 p.m. Monday through Friday.
 3. All exterior work, both low level and high rise, may be performed during daylight hours Monday through Saturday.
 4. The exceptions are the Residence Hall and Sister Stanislaus Memorial Hall buildings that must be scheduled after 9:00 a.m. and complete by 4:30 p.m. for both interior and exterior work.
- F. Consecutive Work Days
1. Once started, work shall continue on consecutive work days until complete unless pre-approved by the designated LSUHSC-NO representative.
 2. Inside work may be performed on days with bad weather, as long as it is within the agreed upon schedule.
- G. Total Work Time
1. Work for each building must be finished, both interior and exterior (weather dependent) to the satisfaction of the designated LSUHSC-NO representative, no later than 10 working days after the start date.
 2. This period may be extended at the sole discretion of the designated LSUHSC-NO representative.
- H. Frequency Changes
1. If it is determined by the designated LSUHSC-NO representative that additional cleanings are needed during this Contract period, the dates of the additional cleanings will be agreed upon by the designated LSUHSC-NO representative and the Service Provider.
 - a. The price for additional glass cleaning shall be at the same rate as regularly scheduled glass cleaning determined during the bid process.

2. LSUHSC-NO reserves the right to change the frequency or cancel glass cleaning in any campus location along with the respective change in cost with a 30-day written notice.

5.5 RESCHEDULING WORK

- A. Once scheduled, the work can be rescheduled only once each quarter for reasons other than weather related.
- B. Rescheduled work must begin no later than one week after the original scheduled work date.
- C. The Service Provider shall notify the designated LSUHSC-NO representative in writing at least 48 hours before the originally agreed upon date to make any changes to work dates to allow the designated LSUHSC-NO representative time to notify the campus community.
- D. Delays and disruptions in the schedule are to be expected.
 1. When inclement weather prevents service in accordance with the regular schedule, the Service Provider will notify the designated LSUHSC-NO representative as early as possible when such a decision is made by the Service Provider. Service will be rescheduled for the next available day or week.
 2. Should a declared evacuation of the area or a decision by the LSUHSC-NO Chancellor to officially close the LSUHSC-NO campus due to a severe weather event or other emergency, the Service Provider shall not provide service until officials at all levels have deemed the area safe.
 3. Should extended inclement weather or declared emergency prevent service for one entire cycle or more, LSUHSC-NO will deduct the cost of each lost cycle of service from the next Service Provider invoice.
 4. The Service Provider will also notify the designated LSUHSC-NO representative immediately regarding any schedule changes for reasons not specified above.

5.6 REPORTS

- A. As a supplemental service to the glass cleaning service, the Service Provider is requested (but not required) to submit to the designated LSUHSC-NO representative a list of any potential structural problems observed by the Service Provider's personnel while performing the quarterly and semi-annual glass cleaning services.
 1. LSUHSC-NO openly acknowledges that the Service Provider's personnel ~~are not trained building inspectors and will not hold the Service Provider responsible for any potential problems that are not recognized as problems by these personnel.~~

2. LSUHSC-NO would prefer that the compiling of a list of potential problems err on the side of caution and include observations that may be found to be non-issues rather than omit potential problems the observer is not sure of.

APPENDIX A

**SERVICE PROVIDER
ID BADGE
APPLICATION**

LSUHSC – SERVICE PROVIDER ID BADGE REQUEST FORM

DEPARTMENT: FACILITY SERVICES

COMPANY: _____

NAME: _____

SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY): ____ ____ ____ ____

DATE OF BIRTH: ____/____/____

FULL HOME ADDRESS (incl. zip): _____

BIRTHPLACE (city & state): _____

JOB TITLE: _____

WORK TELEPHONE NUMBER: _____

LSUHSC – SERVICE PROVIDER ID BADGE REQUEST FORM

DEPARTMENT: FACILITY SERVICES

COMPANY: _____

NAME: _____

SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY): ____ ____ ____ ____

DATE OF BIRTH: ____/____/____

FULL HOME ADDRESS (incl. zip): _____

BIRTHPLACE (city & state): _____

JOB TITLE: _____

WORK TELEPHONE NUMBER: _____

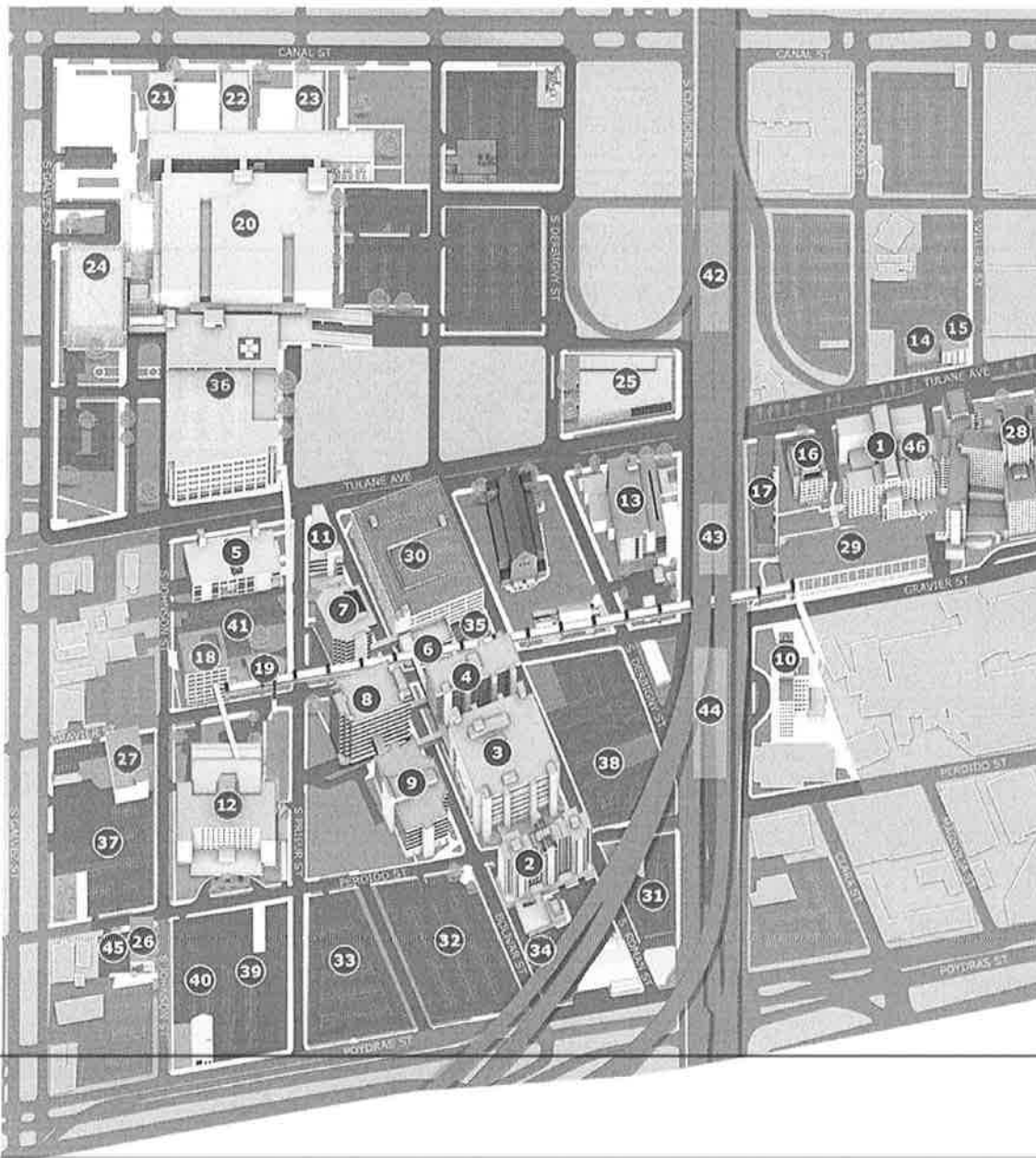
APPENDIX B

MAPS

DOWNTOWN CAMPUS BUILDING LIST

(<http://www.lsuhs.edu/maps/downtown.aspx>)

- | | |
|--|---|
| <p>(1) <u>Clinical Education Building</u>
1542 Tulane Avenue</p> <p>(2) <u>Residence Hall</u>
1900 Perdido Street</p> <p>(3) <u>Medical Education Building</u>
1901 Perdido Street</p> <p>(4) <u>Allied Health / Nursing Building</u>
1900 Gravier Street</p> <p>(5) <u>Human Development Center</u>
411 South Prieur Street</p> <p>(7) <u>Resource Center Building</u>
433 Bolivar Street</p> <p>(8) <u>Lions Eye / LSUHSC Clinics Building</u>
2020 Gravier Street</p> | <p>(9) <u>Mervin L. Trail Clinical Sciences Research Bldg</u>
533 Bolivar Street</p> <p>(10) <u>Stanislaus Hall</u>
450A South Claiborne Avenue</p> <p>(12) <u>Center for Advanced Learning & Simulation</u>
2021 Perdido Street</p> <p>(18) <u>Seton Building (NO LONGER PART OF UMC)</u>
478 S. Johnson Street</p> <p>(29) <u>Gravier Street Parking Garage</u>
1661 Gravier Street</p> <p>(30) <u>Roman Street Parking Garage</u>
425 S. Roman Street</p> <p>(NA) <u>Walk-To-Wellness</u>
Gravier Street (Seton to Gravier Garage)</p> |
|--|---|



LEGEND



LSUHSC



University
Medical
Center (NIC)

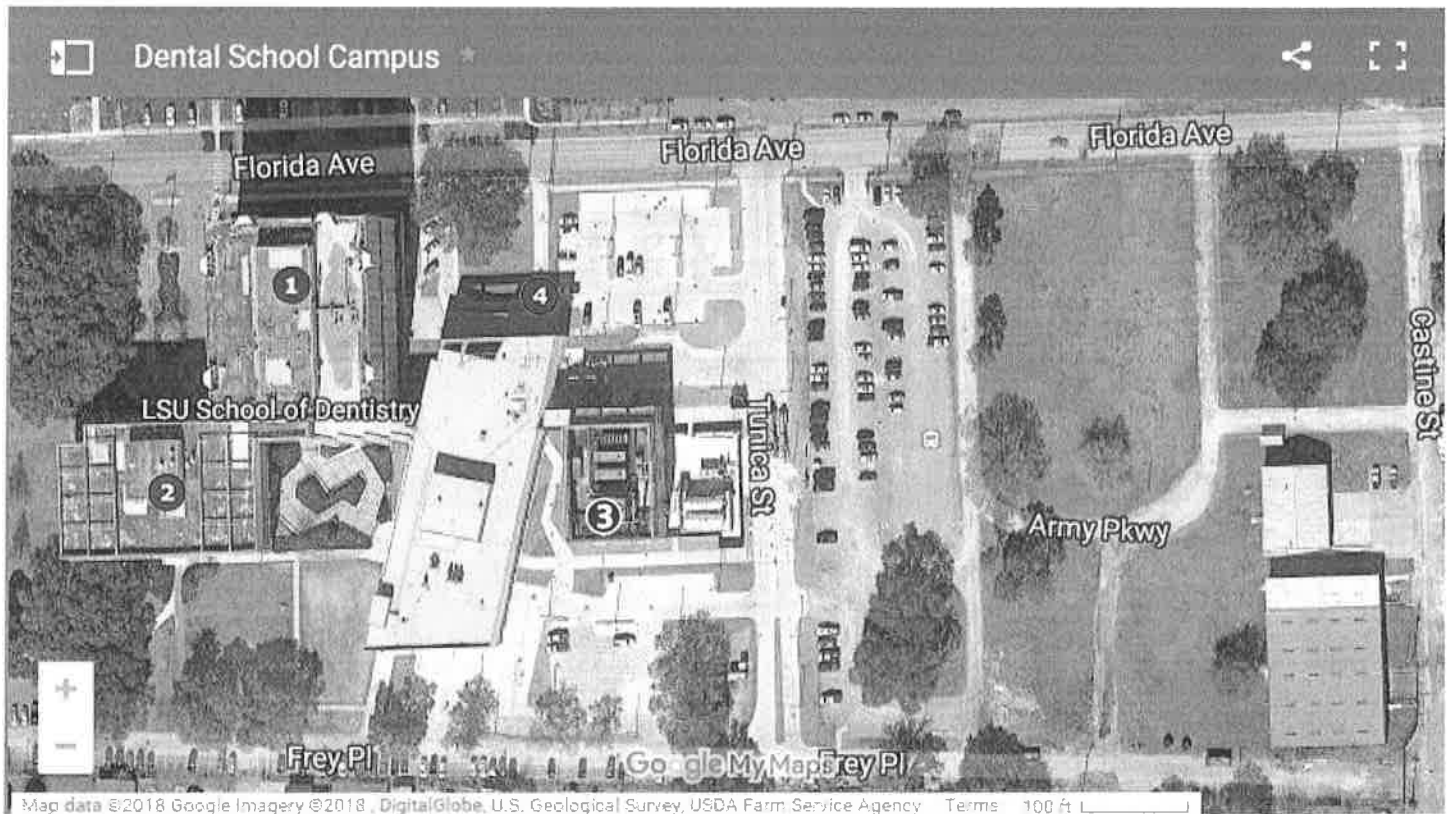


Parking

SCHOOL OF DENTISTRY CAMPUS BUILDING LIST

(<http://www.lsuhs.edu/maps/downtown.aspx>)

- (1) School of Dentistry Clinic Building
1100 Florida Avenue
- (2) School of Dentistry Administration Building
1100 Florida Avenue
- (3) School of Dentistry Power Plant
1100 Florida Avenue
- (4) School of Dentistry Advanced Clinical Care & Clinical Research Building (Annex)
1100 Florida Avenue



APPENDIX C

SERVICE LOCATIONS

ELEVATED WALKWAYS – QUARTERLY CLEANING

- A. Elevated Walkway Along Bolivar Street – Medical Education Building to S. Roman St. Parking Garage
 - 1. Windows, Both Sides of Walkway, All Interior & Exterior
 - 2. Windows at Allied Health/Nursing, All Interior & Exterior
 - 3. Entrance Doors at Allied Health/Nursing (2 Entrance Locations) and Sheet Glass, All Interior & Exterior
- B. Center for Advanced Learning & Simulation & Seton Building Connector Bridge (Gravier Street)
 - 1. Windows, Both Sides of Walkway, All Interior
- C. Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 4th Floor Connector Bridge
 - 1. Windows, Both Sides of Walkway, All Interior
- D. Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 5th Floor Connector Bridge
 - 1. Windows, Both Sides of Walkway, All Interior
- E. Three Connector Bridges Over Bolivar Street (Trail Clinical Sciences Research, Lions Eye/LSU Clinics & Resource Center Buildings)
 - 1. Windows, Both Sides of Each Bridge, All Interior & Exterior
 - 2. Sliding Glass Doors (2 Locations – Clinical Sciences Research & Lions Eye/Clinics) and Sheet Glass, All Interior & Exterior
- F. Residence Hall Connector Bridge Over Perdido Street
 - 1. Windows, Both Sides, All Interior & Exterior
 - 2. Entrance Glass Doors & Sheet Glass, Both Ends, All Interior & Exterior
- G. Sister Stanislaus Memorial Hall Connector Bridge Over Gravier Street
 - 1. Windows, Both Sides of Walkway, All Interior & Exterior
- H. Walk-To-Wellness Along Gravier Street – Seton Building to Gravier Street Garage
 - 1. Walkway Terminus at Seton 1st Floor Elevator Lobby Windows
 - 2. Walkway Terminus at Seton 1st Floor to Walkway Stairwell Windows & Glass Door

3. Walkway at Derbigny Street Intersection 2nd Floor Elevator/Stairwell Landing Windows & Glass Doors

BUILDINGS – QUARTERLY CLEANING

- A. Allied Health/Nursing, 1900 Gravier Street
 1. 1st Floor Main Entrance Glass Doors & Sheet Glass (Gravier Street Side), All Interior & Exterior + Both Sides of 2nd Interior Set of Glass Doors & Sheet Glass
 2. 1st Floor, All Exterior (Gravier Street, Bolivar Street & Loading Dock Sides)
 3. 1st Floor To 2nd Floor Interior Stairwell Glass Handrails
 4. 2nd Floor Interior – Public Areas Only (2 Lounges, elevator lobby & glass wall around stairwell)
- B. Atrium (between Allied Health/Nursing [1900 Gravier Street] and MEB [1901 Perdido Street])
 1. 3rd Floor Windows, All Interior
 2. 3rd Floor Upper Seating Glass Handrails
- C. Center for Advanced Learning & Simulation
 1. All 1st Floor Exterior Glass
 2. 1st Floor Interior Glass
 - a. Main Entry Vestibule (S. Prieur) Above Doors to Ceiling Only
 - b. Lobby Floor to Ceiling
 - c. Multi-Use Space Glass Doors & Sheet Glass (Gravier Street Side) + 2nd Floor Overlook Sheet Glass
 - d. Main Concourse Three Windows + Medical Mall Entrance
 - e. Medical Mall Lab Entrances + Lab Interior Windows
 - f. Medical Mall Exterior Exit
 - g. Conference Room 1024 Glass Wall Panels + Doors + Window
 - h. Classroom Commons Entrance Overhead Glass Panels + Windows
 - i. Classroom & Debrief Rooms Windows
 - j. Perdido Street Entrance Vestibule Doors + Sheet Glass
 - k. Standardized Patient Training Entrance Doors + Sheet Glass + Sheet Glass Up To 2nd Floor Ceiling
 - l. Student Lounge 1022 Sheet Glass
 - m. Stairwell C Entrance Opaque Glass + Inside Stairwell Glass (to 2nd Floor)
 - n. Elevator Lobby Opaque Glass Walls
 3. 2nd Floor Interior Glass
 - a. Elevator Lobby Opaque Glass Walls + Half Height Glass Panel Railings

- b. Showcase Corridor Glass Panel Walls on Both Sides
- c. Simulation Suite Right Side Glass Panel Wall + Full Run Both Sides
Opaque Glass Walls + Far End 1st Floor Overlook Glass Panels
- d. Surgical Simulation Room Entrance Doors + Glass Panels
- e. Demonstration Labs Glass Panel Walls
- f. Classroom 2002 Rear & Side Wall Glass Panels + Exterior Windows &
Planter Access Door
- g. Two Exterior Planter Areas – Windows on 2nd, 3rd & 4th Floors (Pole)
- h. Stairwell C Entrance/Exit Opaque Glass + Inside Stairwell Glass (to 3rd
Floor)
- i. Debriefing Rooms Hallway Glass Panel Walls
- j. Debriefing Rooms A, B & C Glass Panel Walls (Interiors)
- k. Simulation Lab C2006 Glass Panel Wall, Interior & Exterior

4. 3rd Floor Interior Glass

- a. Stairwell C Entrance/Exit Glass Panels + Glass Door
- b. Elevator Lobby Opaque Glass Walls
- c. Wellness Center Entrance Glass Panels + Glass Door
- d. Wellness Center Reception Exterior Planter Observation Windows
- e. Wellness Center Right Corridor Exterior Planter Observation Windows
- f. Wellness Center Left Corridor Exterior Planter Observation Windows
- g. Two Exterior Planter Areas – Windows on 3rd & 4th Floors (Pole)
- h. Wellness Center Cardio/Group Fitness 3034 Exterior Planter Observation
Windows
- i. Wellness Center Two Group Fitness Rooms 3036 & 3037 Glass Panel
Walls, Both Sides + Mirrors
- j. Wellness Center Weights/Cardio 3038 Planter Observation Windows +
Mirrors
- k. Wellness Center Spinning Room 3039 Mirrors

5. 4th Floor Interior Glass

- a. Elevator Lobby Opaque Glass Walls
- b. Corridor C4002 Exterior Windows
- c. Corridor 4003 Exterior Windows
- d. Elevator Lobby Department Entrance Glass Panel Wall + Glass Door,
Both Sides – Two Separate Entrances
- e. Meeting Rooms 4207 & 4211 Floor to Ceiling Glass Panel Walls, Both
Sides + Glass Door, Both Sides
- f. Conference Room 4332 Floor to Ceiling Glass Panel Walls, Both Sides +
Glass Doors, Both Sides + Wall Top Glass, Both Sides
- g. Conference Room 4432 Floor to Ceiling Glass Panel Walls, Both Sides +
Glass Doors, Both Sides + Wall Top Glass, Both Sides

6. 5th Floor Interior Glass

- a. Elevator Lobby Opaque Glass Walls
- b. Elevator Lobby Department Entrance Glass Panel Wall + Glass Door,
Both Sides – Two Separate Entrances
- c. Meeting Rooms 5007 & 5011 Floor to Ceiling Glass Panel Walls, Both
Sides + Glass Door, Both Sides

- d. Conference Room 5134 Floor to Ceiling Glass Panel Walls, Both Sides + Glass Doors, Both Sides + Wall Top Glass, Both Sides
 - e. Conference Room 5234 Floor to Ceiling Glass Panel Walls, Both Sides + Glass Doors, Both Sides + Wall Top Glass, Both Sides
- 7. 6th Floor Interior Glass
 - a. Elevator Lobby Opaque Glass Walls
 - b. Elevator Lobby Department Entrance Glass Panel Wall + Glass Door, Both Sides – Two Separate Entrances
 - c. Meeting Rooms 6007 & 6011 Floor to Ceiling Glass Panel Walls, Both Sides + Glass Door, Both Sides
 - d. Conference Room 6133 Floor to Ceiling Glass Panel Walls, Both Sides + Glass Doors, Both Sides + Wall Top Glass, Both Sides
 - e. Conference Room 6233 Floor to Ceiling Glass Panel Walls, Both Sides + Glass Doors, Both Sides + Wall Top Glass, Both Sides
- 8. 7th Floor Interior Glass
 - a. Elevator Lobby Opaque Glass Walls
 - b. Elevator Lobby Department Entrance Glass Panel Wall + Glass Door, Both Sides – Two Separate Entrances
 - c. Meeting Rooms 7007 & 7011 Floor to Ceiling Glass Panel Walls, Both Sides + Glass Door, Both Sides
 - d. Conference Room 7132 Floor to Ceiling Glass Panel Walls, Both Sides + Glass Doors, Both Sides + Wall Top Glass, Both Sides
 - e. Conference Room 7233 Floor to Ceiling Glass Panel Walls, Both Sides + Glass Doors, Both Sides + Wall Top Glass, Both Sides
- 9. 8th Floor Interior Glass
 - a. Elevator Lobby Opaque Glass Walls
 - b. Elevator Lobby Department Entrance Glass Panel Wall + Glass Door, Both Sides – Two Separate Entrances
 - c. Meeting Rooms 8007 & 8011 Floor to Ceiling Glass Panel Walls, Both Sides + Glass Door, Both Sides
 - d. Conference Room 8133 Floor to Ceiling Glass Panel Walls, Both Sides + Glass Doors, Both Sides + Wall Top Glass, Both Sides
 - e. Conference Room 8233 Floor to Ceiling Glass Panel Walls, Both Sides + Glass Doors, Both Sides + Wall Top Glass, Both Sides
- D. Clinical Education Building, 1542 Tulane Avenue
 - 1. 1st Floor Main Entrance Glass Doors & Sheet Glass (Tulane Avenue Side), All Interior & Exterior + Both Sides of 2nd Interior Set of Glass Doors & Sheet Glass
 - 2. 1st Floor Vending (Tulane Avenue Side), All Interior & Exterior (including high glass)
 - 3. 1st Floor Windows, All Exterior
- E. Dr. Mervin L. Trail Clinical Sciences Research Building, 533 Bolivar Street

1. 1st Floor Main Entrance Glass Doors & Tall Sheet Glass (Bolivar Street Side), 2nd Interior Set of Glass Doors & Sheet Glass
2. 2nd Floor Above Main Entrance (and to the right), All Exterior
3. 1st Floor Windows (Bolivar Street Side), All Interior & Exterior
4. 1st Floor Windows (Loading Dock Side), All Interior & Exterior

F. Gravier Street Parking Garage, 1661 Gravier Street

1. 1st Floor Main Entrance Glass Doors (Claiborne Avenue Side)
2. 3rd Floor To 6th Floors Windows, Stairwells # 1 & 2, All Interior
3. 3rd Floor Windows, Stairwell # 3, All Interior

G. Human Development Center, 411 S. Prieur Street

1. 1st Floor Entrance Doors (2 Entrance Locations) and Sheet Glass, All Interior & Exterior + Both Sides of 2nd Interior Set (1) of Doors & Glass
2. 1st Floor Lobby to Early Learning Center Play Area Glass Doors (2) and Sheet Glass, All Interior & Exterior (Saturday only)
3. 1st To 4th Floors, Stairwells (2) (Tulane Avenue Side), All Interior
4. 1st To 4th Floors, Grand Staircase (Parking Lot Side), All Interior Windows + Glass Handrails (both sides)
5. 1st Floor Windows, All Exterior (Parking Lot Side)

H. Lions/LSU Clinics, 2020 Gravier Street

1. 1st Floor Main Entrance Glass Doors & Sheet Glass (Gravier Street Side), All Interior & Exterior + Both Sides of 2nd Interior Sets of Glass Doors & Sheet Glass
2. 1st Floor Windows + Stairwell Exit Glass Doors, All Exterior, All Sides
3. 1st To 6th Floors, Exterior Stairwell (Gravier Street Side), All Interior
4. 1st To 9th Floors, Elevator Lobbies (Bolivar Street Side), All Interior
5. 5th & 6th Floors, Interior – Public Areas Only (Commons Areas)

I. Medical Education Building, 1901 Perdido Street

1. 1st Floor, Entrance Glass Doors (2 Entrance Locations) & Sheet Glass (Perdido Street Side), All Interior and Exterior + Both Sides of 2nd Interior Sets of Glass Doors & Sheet Glass

2. 2nd Floor Balcony Glass Doors (one facing Bolivar Street/Perdido Street corner; other facing S. Roman Street/Perdido Street corner), All Interior & Exterior
3. 2nd Floor Exterior Windows (two stores – Perdido Street Side), All Interior & Exterior
4. 2nd Floor Lobby Upper Windows & Glass Doors (two stores), All Inside & Outside
5. 3rd Floor Balcony Glass Doors & Windows (Bolivar Street, Perdido Street & S. Roman Street Sides), All Interior & Exterior
6. 3rd Floor Glass Doors & Windows, Team-Based Learning Classrooms 1 & 2 + Study Rooms # 1-4, All Inside & Outside
7. 5th Floor (4 balconies), 6th Floor (4 balconies) & 7th Floor (8 balconies) Balcony Glass Doors and Windows (Bolivar Street & S. Roman Street Sides), All Interior & Exterior
8. 4th Floor, 5th Floor, 6th Floor & 7th Floor Hallway Windows (Bolivar Street & S. Roman Street Sides), All Interior

J. Residence Hall, 1900 Perdido Street

1. 2nd Floor Entrance Glass Doors & Sheet Glass, All Interior & Exterior
2. 2nd Floor Tall Perimeter Windows, All Interior (except two offices) And Exterior

K. Resource Center, 433 Bolivar Street

1. 1st Floor Main Entrance Glass Doors & Sheet Glass, All Interior & Exterior + Both Sides of 2nd Interior Set of Glass Doors & Sheet Glass
2. 1st Floor Entrance Glass Door & Sheet Glass, Parking & Registrar Lobbies, Inside & Outside
3. 1st Floor Windows, All Exterior
4. 2nd Floor Tall Windows (Bolivar Street Side Only), All Exterior
5. 2nd Floor Main Entrance Glass Doors & Sheet Glass, All Interior & Exterior + Both Sides of 2nd Interior Set of Glass Doors & Sheet Glass
6. 3rd Floor Windows (Bolivar Street Side Only), All Interior & Exterior
7. 4th Floor Windows (Bolivar Street Side Only), All Exterior

L. School of Dentistry (Administration Building), 1100 Florida Avenue

1. 1st Floor Entrance Glass Doors (4 Entrance Locations) and Sheet Glass, All Interior & Exterior + Both Sides of 2nd Interior Sets (2 Entrance Locations) of Glass Doors & Sheet Glass

2. 1st Floor Windows, All Interior & Exterior

3. 2nd To 4th Floor Breezeways, All Interior

M. School of Dentistry (Annex Building), 1100 Florida Avenue

1. 1st Floor Entrance Glass Doors (2 Entrance Locations) and Sheet Glass, All Interior & Exterior + Both Sides of 2nd Interior Sets (2) of Glass Doors & Sheet Glass

2. 1st Floor Lobby Windows, All Interior & Exterior

3. 2nd Floor Lobby Windows, All Interior

4. 2nd Floor Elevator Lobby Glass Handrails, Both Sides

5. 2nd Floor Hallway Windows, All Interior

6. 3rd Floor Lobby Windows, All Interior

7. 3rd Floor Hallway Windows, All Interior

8. 2nd & 3rd Floor Breezeway Windows, All Interior

N. School of Dentistry (Clinic Building), 1100 Florida Avenue

1. 1st Floor Entrance Glass Doors (3 Entrance Locations) and Sheet Glass, All Interior & Exterior + Both Sides of 2nd Interior Sets (2 Entrance Locations) of Glass Doors & Sheet Glass

2. 5th Floor Balcony All Exterior Glass + Interior Glass Each End of Two Main Hallways

O. Seton Building, 478 S. Johnson Street

1. 1st Floor Main Entrance Glass Doors & Sheet Glass, All Interior & Exterior + Both Sides of 2nd Interior Set (1) of Glass Doors & Sheet Glass

2. 1st Floor Windows, Building Lobby to Walk-To-Wellness Elevator Lobby (Gravier Street Side), All Interior

3. 1st Floor Windows, All Exterior

P. Sister Stanislaus Memorial Hall, 450 S. Claiborne Avenue

1. 1st Floor Main Entrance Glass Doors & Sheet Glass, All Interior & Exterior

2. 1st Floor, Interior (Non-Office Areas Only) & All Exterior

Q. S. Roman Street Parking Garage, 425 S. Roman Street

1. 3rd Floor University Police Office Windows (office exterior but facing garage interior)

BUILDINGS & WALKWAYS– SEMI-ANNUAL HIGH-RISE CLEANING

- A. Allied Health / Nursing, 1900 Gravier Street
 1. 2nd To 10th Floors, All Exterior
- B. Atrium (between Allied Health/Nursing [1900 Gravier Street] and MEB [1901 Perdido Street])
 1. 3rd Floor Windows, All Exterior (from ground by extension pole or manlift only)
- C. Center for Advanced Learning & Simulation
 1. 2nd To 8th Floors, All Exterior
- D. Center for Advanced Learning & Simulation & Seton Building Connector Bridge (Gravier Street)
 1. Both Sides of Walkway, All Exterior
- E. Dr. Mervin L. Trail Clinical Sciences Research Building, 533 Bolivar Street
 1. 2nd To 8th Floors, All Exterior
- F. Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 4th Floor Connector Bridge
 1. Both Sides of Walkway, All Exterior
- G. Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 5th Floor Connector Bridge
 1. Both Sides of Walkway, All Exterior
- H. Gravier Street Parking Garage, 1661 Gravier Street
 1. 3rd Floor To 6th Floors Windows, Stairwells # 1 & 2, All Exterior
 2. 3rd Floor Windows, Stairwell # 3, All Exterior
- I. Human Development Center, 411 S. Prieur Street
 1. 2nd To 4th Floors, All Exterior (including under overhang above the Early Learning Center play yard [Tulane Avenue side] – Saturdays only)
- J. Lions Eye/LSU Clinics, 2020 Gravier Street
 1. 2nd To 9th Floors, All Exterior

- 2. Exterior Stairwell (Gravier Street Side)
- K. Medical Education Building, 1901 Perdido Street
 - 1. 2nd To 7th Floors, All Exterior
- L. Residence Hall, 1900 Perdido Street
 - 1. 3rd To 11th Floors, All Exterior (Perdido Street Side Only)
- M. Resource Center, 433 Bolivar Street
 - 1. 2nd To 8th Floors, All Exterior (four corners and S. Prieur Street Side)
 - 2. 5th To 8th Floors, All Exterior (Bolivar Street side)
- N. School of Dentistry (Administration Building), 1100 Florida Avenue
 - 1. 2nd To 4th Floors, All Exterior
 - 2. 2nd To 4th Floor Breezeways, All Exterior
- O. School of Dentistry (Annex Building), 1100 Florida Avenue
 - 1. 2nd & 3rd Floor, All Exterior
 - 2. 2nd & 3rd Floor Breezeways, All Exterior
- P. School of Dentistry (Clinic Building), 1100 Florida Avenue
 - 1. 2nd To 8th Floors, All Exterior
- Q. S. Roman Street Parking Garage, 425 S. Roman Street
 - 1. 3rd Floor University Police Office Windows, Exterior (Bolivar Street side only – from ground by extension pole or manlift only)

APPENDIX D

SAMPLE SCHEDULE

Glass Cleaning Schedule [Service Provider Name]

Service Interval	Location/Building	Work Dates	
		Start Date	End Date
ELEVATED WALKWAYS – QUARTERLY	Elevated Walkway Along Bolivar Street		
	Center for Advanced Learning & Simulation & Seton Building Connector Bridge (Gravier Street)		
	Trail Clinical Sciences Research Building Connector Bridge (Bolivar Street)		
	Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 4th Floor Connector Bridge		
	Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 5th Floor Connector Bridge		
	Lions Eye/LSU Clinics Building Connector Bridge (Bolivar Street)		
	Residence Hall Connector Bridge (Perdido Street)		
	Resource Center Building Connector Bridge (Bolivar Street)		
	Sister Stanislaus Memorial Hall Connector Bridge		
	Walk-To-Wellness Elevated Walkway (Gravier Street)		
BUILDINGS – QUARTERLY	Allied Health/Nursing, 1900 Gravier Street		
	Atrium (between Allied Health/Nursing and MEB)		
	Center for Advanced Learning & Simulation, 2021 Perdido Street		
	Clinical Education Building, 1542 Tulane Avenue		
	Trail Clinical Sciences Research Building, 533 Bolivar Street		
	Gravier Street Parking Garage, 1661 Gravier Street		
	Human Development Center, 411 S. Prieur Street		
	Lions Eye/LSU Clinics, 2020 Gravier Street		
	Medical Education Building (MEB), 1901 Perdido Street		
	Residence Hall, 1900 Perdido Street		
	Resource Center, 433 Bolivar Street		
	School of Dentistry (Administration Building), 1100 Florida Avenue		
	School of Dentistry (Clinic Building), 1100 Florida Avenue		
	School of Dentistry (Annex Building), 1100 Florida Avenue		
	Seton Building, 478 S. Johnson Street		
	Sister Stanislaus Memorial Hall, 450 S. Claiborne Avenue		
	S. Roman Street Parking Garage, 425 S. Roman Street		
BUILDINGS & WALKWAYS – SEMI-ANNUAL	Allied Health/Nursing, 1900 Gravier Street		
	Atrium (between Allied Health/Nursing and MEB)		
	Center for Advanced Learning & Simulation, 2021 Perdido Street		
	Center for Advanced Learning & Simulation & Seton Building Connector Bridge (Gravier Street)		
	Trail Clinical Sciences Research Building, 533 Bolivar Street		
	Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 4th Floor Connector Bridge		
	Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 5th Floor Connector Bridge		
	Gravier Street Parking Garage, 1661 Gravier Street		
	Human Development Center, 411 S. Prieur Street		
	Lions Eye/LSU Clinics, 2020 Gravier Street		
	Medical Education Building (MEB), 1901 Perdido Street		
	Residence Hall, 1900 Perdido Street (Perdido Street side only)		
	Resource Center, 433 Bolivar Street		
	School of Dentistry (Administration Building), 1100 Florida Avenue		
	School of Dentistry (Annex Building), 1100 Florida Avenue		
	School of Dentistry (Clinic Building), 1100 Florida Avenue		
	Seton Building, 478 S. Johnson Street		
	S. Roman Street Parking Garage, 425 S. Roman Street		

APPENDIX E

TASK ORDER FORM SAMPLE

Task Order

Task Order Number: _____ Date: _____

Project Name & Location: _____

PO #: _____

Service Provider: _____

Building Name: _____ Original Contract Date: _____

Service Provider is directed to perform the following task(s) as per below Scope of Work:

Scope of Work:

Activity To Accomplish –

Activity Start Date –

Estimated Completion Date –

Estimated Number of Man Hours Required –

Number people requested –

Supervisors # –

Leads # –

Glass Cleaners # –

Helpers # –

Original Contract Sum (Total contract sum is unchanged by this Task Order)	\$
Total price of previous Task Order(s)	\$
Price of this Task Order	\$
Contract Expiration Date (Expiration Date is unchanged by this Task Order.)	
Expected completion date of this Task Order	

Note: No additional increase in time or money will be considered for a Change Order after the change has been reviewed and ruled on.

Requestor

Requestor's Name:
Joseph Irvin

Approved

Approver's Name:

Accepted

Service Provider Representative
Name:

Service Provider's Name &
Address:

Approved

Via email to:

Service Provider Signature:

Via email to:

Date: _____

Date: _____

Date: _____

Attachment 1: Bidders Price Sheet

2023 Glass Cleaning Bid Price Sheet

Service Interval	Location/Building	Price For Initial Cleaning (1st time only)	Price Per Cleaning (after 1st)
WALKWAYS - QUARTERLY	Elevated Walkway Along Bolivar Street		
	Center for Advanced Learning & Simulation & Seton Building Connector Bridge (Gravier Street)		
	Trail Clinical Sciences Research Building Connector Bridge (Bolívar Street)		
	Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 4th Floor Connector Bridge		
	Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 5th Floor Connector Bridge		
	Lions Eye/LSU Clinics Building Connector Bridge (Bolívar Street)		
	Residence Hall Connector Bridge (Perdido Street)		
	Resource Center Building Connector Bridge (Bolívar Street)		
	Sister Stanislaus Memorial Hall Connector Bridge (Gravier Street)		
	Walk-To-Wellness Elevated Walkway Along Gravier Street		
	Allied Health/Nursing, 1900 Gravier Street		
	Atrium (between Allied Health/Nursing and MEB)		
	Center for Advanced Learning & Simulation, 2021 Perdido Street		
	Clinical Education Building, 1542 Tulane Avenue		
BUILDINGS - QUARTERLY	Trail Clinical Sciences Research Building, 533 Bolívar Street		
	Gravier Street Parking Garage, 1661 Gravier Street		
	Human Development Center, 411 S. Prieur Street		
	Lions Eye/LSU Clinics, 2020 Gravier Street		
	Medical Education Building (MEB), 1901 Perdido Street		
	Residence Hall, 1900 Perdido Street		
	Resource Center, 433 Bolívar Street		
	School of Dentistry (Administration Building), 1100 Florida Avenue		
	School of Dentistry (Annex Building), 1100 Florida Avenue		
	School of Dentistry (Clinic Building), 1100 Florida Avenue		
	Seton Building, 478 S. Johnson Street		
	Sister Stanislaus Memorial Hall, 450 S. Claiborne Avenue		
	S. Roman Street Parking Garage, 425 S. Roman Street		
	Allied Health/Nursing, 1900 Gravier Street		
BUILDINGS & WALKWAYS - SEMI-ANNUALLY	Atrium (between Allied Health/Nursing and MEB)		
	Center for Advanced Learning & Simulation, 2021 Perdido Street		
	Center for Advanced Learning & Simulation & Seton Building Connector Bridge (Gravier Street)		

Service Interval	Location / Building	Price For Initial Cleaning (1st time only)	Price Per Cleaning (after 1st)
BUILDINGS & WALKWAYS - SEMI-ANNUALLY	Trail Clinical Sciences Research Building, 533 Bolivar Street		
	Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 4th Floor Connector Bridge		
	Trail Clinical Sciences Research Building & Lions Eye/LSU Clinics Building 5th Floor Connector Bridge		
	Gravier Street Parking Garage, 1661 Gravier Street		
	Human Development Center, 411 S. Prieur Street		
	Lions Eye/LSU Clinics, 2020 Gravier Street		
	Medical Education Building (MEB), 1901 Perdido Street		
	Residence Hall, 1900 Perdido Street (Perdido Street side only)		
	Resource Center, 433 Bolivar Street		
	School of Dentistry (Administration Building), 1100 Florida Avenue		
	School of Dentistry (Annex Building), 1100 Florida Avenue		
	School of Dentistry (Clinic Building), 1100 Florida Avenue		
	Seton Building, 478 S. Johnson Street		
	S. Roman Street Parking Garage, 425 S. Roman Street		
	COLUMN TOTALS:		
	BID TOTAL (both columns combined):		

ATTACHMENT A: CERTIFICATION STATEMENT

OFFICIAL CONTACT. The State requires that the Provider designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly):

Date: _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: (____) _____

C. US Mail Address: _____

D. Telephone Number: _____

Provider certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, Provider certifies that:

- (1) The information contained in its response to this RFQ is accurate;
- (2) Provider warrants that, to the best of his/her/its knowledge and belief, there are no relevant facts which could give rise to organizational conflicts of interest or that the Provider has disclosed all potential or actual organizational conflicts of interest. The Provider agrees that if it becomes the Selected Provider and an organizational conflict of interest with respect to this contract is then discovered, an immediate and full disclosure in writing shall be made to the LSUHSC-NO which shall include a description of the action which the Provider has taken or will take to avoid or mitigate such conflicts. In the event that the successful Provider knowingly failed to disclose a conflict, LSUHSC-NO may immediately terminate the contract for default. Provider certifies that its personnel, who perform work under this contract, have been informed of their obligations to report personal and organizational conflicts of interest to the Provider. The term of this prohibition shall endure for the entire period of this contract and for two (2) years thereafter.
- (3) Provider complies with each of the mandatory requirements listed in the RFQ and will meet or exceed the deliverables specified therein;
- (4) Provider accepts the procedures, contract terms and conditions, and all other administrative requirements set forth in this RFQ.
- (5) Provider's quote is valid for at least thirty (30) days from the date of Provider's signature below;
- (6) Proposer certifies and agrees that the following information is correct: In preparing its response, the Proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. Proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The State reserves the right to reject the response of the proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

SIGNATURE of Provider's Authorized Representative

DATE

ATTACHMENT B - INDEMNIFICATION AGREEMENT

The Selected Provider/Subsupplier agrees to protect, defend, indemnify, save, and hold harmless LSUHSC-NO, State of Louisiana, all State Departments, Boards, and Commissions, officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expense, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of Selected Provider/Subsupplier, its agents, servants, and employees or any and all costs, expense, and/or attorney fees incurred by Selected Provider/Subsupplier, as a result of any claims, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of LSUHSC-NO, State of Louisiana, all State Departments, Boards, Commissions, its agents, representatives, and/or employees. Selected Provider/ Subsupplier agrees to investigate, handle, respond to, provide defense for and defend any such claim, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if any such claim, demand, or suit is groundless, false, or fraudulent.

LSUHSC-NO shall not be responsible or held liable for any injury or damage to persons or property resulting from the use, misuse, or failure of any equipment used by the Selected Provider or any of the Selected Provider's agents, servants, or employees, even if such equipment is furnished by LSUHSC-NO to the Selected Provider. The acceptance or use of any such equipment by the Selected Provider shall be construed to mean that the Selected Provider accepts full responsibility for, and agrees to indemnify and to defend LSUHSC-NO against any and all loss, liability, and claims for any injury or damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such damage or injury is to an employee, agent, or servant, or the property of the Selected Provider, other suppliers or subsuppliers, LSUHSC-NO, or other persons.

Accepted by: Company _____

Name _____

Signature _____

Title _____

Date _____

Is Certificate of Insurance Attached? _____ Yes _____ No

ATTACHMENT C: EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

As required by U.S. Labor Department, Office of Federal Contract Compliance, Section 60-1.4.

During the performance of this contract, the successful bidder (service provider or vendor) agrees as follows:

- (1) The Service provider will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Service provider will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Service provider agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting offer setting forth the provision of this non-discrimination clause.
- (2) The Service provider will, in all solicitations or advertisements for employees placed by or on behalf of the Service provider, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The Service provider will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the Service provider's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Service provider will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Service provider will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access of his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Service provider's noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Service provider may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Service provider will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subservice provider or vendor. The Service provider will take such action with respect to any subcontract or purchase order as the contracting agency may use direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Service provider becomes involved in, or is threatened with, litigation with the subservice provider or vendor as a result of such direction by the contracting agency, the Service provider may request the United States to enter into such litigation to protect the interests of the United States.

Assurance

The bidder (offeror or applicant) assures Board of Supervisors of Louisiana State University and Agricultural and Mechanical College that he does not and will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not and will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder (offeror or applicant) understands that the phrase "segregated facilities" includes facilities which are in fact segregated on a basis of race, color, creed, or national origin, because of habit, local custom, or otherwise. The bidder (offeror or applicant) understands and agrees that maintaining or providing segregated facilities for his employees or permitting his employees to perform their services at any locations, under his control, where segregated facilities are maintained is a violation of the equal opportunity clause required by Executive Order 11246 of September 24, 1965.

The bidder (offeror or applicant) further understands and agrees that a breach of the assurance herein contained subjects him to the provisions of Orders of the Secretary of Labor dated May 9, 1967, and the provisions of Orders of the Secretary of Labor dated May 9, 1967, and the provisions of equal opportunity clause enumerated in contract between Board of Supervisors of Louisiana State University and Agricultural and Mechanical College and bidder (offeror or applicant).

Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. Section 1001.

Vendor Signature _____ (must be signed by an authorized Executive Official)

Name & Title : _____

Date: _____

ATTACHMENT D: AFFIRMATIVE ACTION COMPLIANCE

(a) **REQUIREMENTS OF PROGRAMS.** In accordance with Section 60-1.4 of Chapter 60 of Title 41 of the Code of Federal Regulations, as amended, the Seller shall develop and shall require each of its lower-tier subservice providers hereunder who has 50 or more employees and a subcontract of \$50,000 or more to develop a written affirmative action compliance program for each of its establishments. A necessary prerequisite to the development of a satisfactory affirmative action program is the identification and analysis of problem areas inherent in minority employment and an evaluation of opportunities of utilization of minority group personnel. The Seller's and each of its nonexempt lower-tier subservice provider's programs shall provide in detail for specific steps to guarantee equal employment opportunity keyed to the problems and needs of members of minority groups, including, when there are deficiencies, the development of specific goals and timetables for the prompt achievement of full and equal employment opportunity. The Seller and each of its nonexempt lower-tier subservice providers shall include in his affirmative action compliance program a table of job classifications. This table should include but not be limited to job titles, principal duties (and auxiliary duties if any), rates of pay, and where more than one rate of pay applies (because of length of time in job or other factors), the applicable rates. The affirmative action compliance program shall be signed by an executive official of the Seller or lower-tier subservice provider as the case may be.

(b) **UTILIZATION EVALUATION.** The evaluation of utilization of minority group personnel shall include the following:

- (1) An analysis of minority group representation in all job categories.
- (2) An analysis of hiring practices for the past year, including recruitment sources and testing, to determine whether equal employment opportunity is being afforded in all job categories.
- (3) An analysis of upgrading, transfer and promotion for the past year to determine whether equal employment opportunity is being afforded.

(c) **MAINTENANCE OF PROGRAMS.** Within 120 days from the commencement of the applicable purchase order of the lower-tier subcontract hereunder, the Seller and each nonexempt lower-tier subcontract hereunder shall maintain a copy of separate affirmative action compliance programs for each establishment, including evaluations of utilization of minority group personnel and the job classification tables, at each local office responsible for the personnel matters of such establishment. An affirmative action compliance program shall be part of the manpower and training plans for each new establishment and shall be developed and made available prior to the staffing of such establishment. A report of the results of such program shall be compiled annually and the program shall be updated at that time. This information shall be made available to representative of the agency or director upon request and the Seller's and each nonexempt lower-tier subservice provider's affirmative action program and the results it produces shall be evaluated as part of compliance review activities.

Vendor Signature _____ (must be signed by an authorized Executive Official)

Name & Title : _____

Date: _____

ATTACHMENT E – INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS FOR SUPPLIERS

Supplier shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Supplier, his agents, representatives, employees, or subsuppliers.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001). **“Claims Made” form is unacceptable. The “occurrence form” shall not have a “sunset clause”.**
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability, code 1 “any auto” and endorsement CA 0025.
3. Workers’ Compensation Insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Supplier shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage (or higher limits depending on size of contract).
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Worker’s Compensation limits as required by the Labor Code of the State of Louisiana and Statutory Employers Liability limits. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retention's must be declared to and approved by the University. At the option of the University, either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the University, its officers, officials, employees and volunteers; or the Supplier shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage

- a. The University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as “additional insured” as respects liability arising out of activities performed by or on behalf of the Supplier; products and completed operations of the Supplier, premises owned, occupied, or used by the Supplier. The coverage shall contain no special limitations on the scope of protection afforded to the University, its officers, officials, employees or volunteers. It is understood that the business auto policy under “Who is an Insured” automatically provides liability coverage in favor of the University.
- b. The Supplier’s Insurance coverage shall be primary insurance as respects the University, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the University, its officers, officials, employees or volunteers shall be excess of the Supplier’s insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the University, its officers, officials, employees, Boards and Commissions, or volunteers.
- d. The Supplier’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability.

2. Worker’s Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the University, its officers, officials, employees and volunteers for losses arising from work performed by the Supplier for the University.

3. All Coverage's

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days’ prior written notice by certified mail, return receipt requested, has been given to the University.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. Best’s rating of no less than A-:VI. This requirement will be waived for workers’ compensation coverage only for those suppliers whose workers’ compensation coverage is placed with companies who participate in the State of Louisiana Workers’ Compensation Assigned Risk Pool.

F. VERIFICATION OF COVERAGE

Supplier shall furnish the University with certificates of insurance effecting coverage required. The certificate for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf. The University reserves the right to require complete, certified copies of all required insurance policies, at any time.

ATTACHMENT F – Request For Supplier Diversity Certifications

Louisiana State University is committed to fostering innovation and entrepreneurship through the use of diverse suppliers and the goal of the diversity initiative is to identify, align, strengthen and connect with diverse suppliers.

If your company holds a small business and or supplier diversity certification(s) please email them to me for inclusion in our supplier database. Examples are listed below.

AbilityOne: formerly Javits-Wagner-O'Day or JWOD

Creates jobs and training opportunities for people who are blind or who have other severe disabilities. Javits-Wagner-O'Day Act of 1971, 41 U.S.C. 46-48c, the AbilityOne Program is a mandatory source of supply for Federal employees

Disadvantaged Business Enterprise: DBE

The US Department of Transportation offers the certification for small socially and economically disadvantaged businesses.

Disabled Veteran Owned Small Business: DVOSB

Emerging Business Enterprise: EBE

Lesbian, Gay, Bisexual and Transgender-Owned Business: LGBTBE

Minority-Owned Business Enterprise: MBE

Certified by LA Minority Supplier Development Council; National Minority Supplier Development Council; other certification entities

Small Business Enterprise: SBE

Small Disadvantaged business: SDB

Certified by the Federal Small Business Association

Service- Connected Disabled Veteran-Owned Entrepreneurship: SDVB

Certified by the Louisiana Economic Development office

Small & Emerging Business Development program: SEBD

Certified by the Louisiana Economic Development office

Small Entrepreneurship/ Hudson Initiative: SE

Certified by the Louisiana Economic Development office

Veteran Owned Small Business: VOSB

Veteran Initiative/Veteran Owned Small Entrepreneurship : VSE

Certified by the Louisiana Economic Development office

Woman-Owned Business Enterprise: WBE

Certified by the Women's Business Enterprise National Council, Women's Business Enterprise Council South; other certification entities